

Sharon Hope United Church  
18648 Leslie Street  
Sharon, ON  
L0G 1V0  
905-478-2231

## Rental Agreement

**Date of Rental:**

**Time of Wedding:**

**Number of Attendees  
Expected:**

**Name of Bride:**

**Contact Address of Bride:**

**Contact Number of  
Bride:**

**Contact E-mail of  
Bride:**

**Name of Groom:**

**Contact Address of  
Groom:**

**Contact Number for  
Groom:**

**Contact E-mail for  
Groom:**

**Equipment Required:** (X all that apply)

- |   |  |                                       |                                   |
|---|--|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Chairs and<br>Tables | <input type="checkbox"/> Dishware        | <input type="checkbox"/> Serving ware | <input type="checkbox"/> Utensils |
| <input type="checkbox"/> Coffee pots\Urns     | <input type="checkbox"/> Sound<br>System | <input type="checkbox"/> Piano        | <input type="checkbox"/> TV       |
| <input type="checkbox"/> Flip Chart           | <input type="checkbox"/> Playground      |                                       |                                   |

**Total Rental Cost:**

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Sharon, ON

LOG 1V0

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**Payment to be made  
by:**

**The playground is locked. The key can be obtained from the Church office when you pick up your building access key. Children using the playground must be supervised at all times. Use the playground at your own risk.**

**I agree to pay the rental fee as indicated above. I have read the Rules and Regulations and agree to abide by them. As a renter, I understand that Sharon-Hope United Church is a multi-use facility. I will be respectful of the property and its contents.**

**Bride or Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**SHUC Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Office Use:** (indicate date and sign as completed - exception: if the funeral is arranged with the church by a funeral home)

Security deposit paid by renter	Date:	Initials:
Total Rental Fee Received	Date:	Initials:
Third Party Liability Insurance Copy received	Date:	Initials:
Issued Key Card	Date:	Initials:

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18648 Leslie Street

Sharon, ON

LOG 1V0

905-478-2231

Key card returned & Exit Checklist completed	Date:	Initials:
Checklist reviewed by SHUC	Date:	Initials:
Security deposit returned/shredded (Circle one) Yes/No	Date:	Initials:

If no, provide details: \_\_\_\_\_

## RENTAL EXIT CHECKLIST

**Please complete and sign the following checklist before leaving the facility. Leave this checklist with your keys.**

Close all windows.	<input type="checkbox"/>
Lock all outer doors (3 doors in sanctuary, 1 in Harmony Hall, 1 beside parking lot). When exiting side door, ensure door is locked by pulling from the outside.	<input type="checkbox"/>
Take home all garbage, recyclables, and compost.	<input type="checkbox"/>
Remove all decorations and signs.	<input type="checkbox"/>
Return all furniture and fixtures as found.	<input type="checkbox"/>
Check bathrooms to ensure toilets are flushed, taps are turned off, floors are clear of debris, and lights are off.	<input type="checkbox"/>
Remove all Caterers affects.	<input type="checkbox"/>

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Turn the dishwasher off.	<input type="checkbox"/>
Turn the stoves and ovens off.	<input type="checkbox"/>
Remove all your food from refrigerators and freezers	<input type="checkbox"/>
Remove all your linens, tea towels and dishcloths.	<input type="checkbox"/>
Spot clean floors of spills and scuff marks; sweep excess debris.	<input type="checkbox"/>
Heat/AC are on programmable thermostats. If adjusted, return to 18°C Winter and 24°C Summer.	<input type="checkbox"/>
Turn off all lights.	<input type="checkbox"/>
Leave key card and this form in the Office Administrator mail slot.	<input type="checkbox"/>

**Bride or Groom's Signature:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your feedback would be appreciated (use back if needed):

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Please report any required repairs as soon as possible to SHUC (905) 478-2231. In the event of an emergency or if you require immediate assistance, please contact: Bob Patterson (905) 868-7978 or Todd Telford (416) 567-2373. Weekends and Evenings please call Dave Greenwood (519) 859-2459.