

Rental of the Leith Church

1. The charge for the use of the Leith Church, to hold an event, performance or concerts is \$400. A \$100 non-refundable deposit is required at the time of booking which will be deducted from the final charge.
2. If rehearsal time is needed, it will be limited to 4 hours.
3. The nature of the event must be clearly indicated by its organizers to representatives of the *Friends of Leith Church* and approved before permission to use Leith Church is granted.
4. No open flames may be used in the church without permission. The oil lamps may be lit so long as a Steward from the *Friends of Leith Church* is present to act as fire warden, who will act to extinguish the lamps. A \$50 charge is made for this service.
5. Decorations, flowers, posters, pictures, ribbons, curtains, etc. may not be attached to church wall surfaces, doors, pews, or pulpits by any mechanical means (nails, screws, tape, tacks, staples) or glues.
6. The church will be cleaned prior to the event. Organizers must agree to return the church to that condition as soon as feasible after the event. A cleaning charge of \$50 will be incurred if this is not done, or cannot be done.
7. Promotional materials publicizing the event may only use the terms Leith United Church or Historic Leith Church or Leith Church as a way of locating the performance venue for potential ticket purchasers. The event must not be represented as a fund-raising occasion for the *Leith Church Restoration Fund*, or sponsored by the *Friends of Leith Church*, without permission.
8. Photographs, drawings or other visual representations of Leith United Church and Leith Pioneer Cemetery may not be used in promotional material for the event, or for the promotion of any recordings made during performances at Leith Church. Similarly, written descriptions of Leith Church and Leith Pioneer Cemetery and their history may not be used in any promotional or descriptive material relating to any events or performances recorded at Leith Church. The term "Recorded at Leith United Church" or "Recorded at Historic Leith Church" may be used.
9. A steward will be appointed by the *Friends of Leith Church* to act as a liaison person. The steward may appoint additional persons as needed for the efficient operation of the event e.g. parking attendants. and such other persons as are required for the efficient operation of the event. In the case of dispute, the steward will be the final authority.
10. On occasion, the fees for the use of Leith Church may be waived. All other conditions of this agreement will apply.
11. Waiver of Liability: The *Friends of Leith Church*, *The Annan-Woodford Pastoral Charge of the United Church of Canada*, and the *United Church of Canada* shall not be liable to the event organizer(s) and artist(s) for any claims, losses, damages or costs of expenses in connection with 1) mechanical or electrical maintenance difficulties, 2) disruption of electrical service, 3) noise interference from sources beyond the control of the *Friends of Leith Church*, 4) climatic aberrations, 5) weather-precipitation, storms or winds, 6) novel or unexpected conditions, 7) damage to or loss of vehicles, musical instruments and recording equipment, 8) accidents or damage to vehicles whilst being parked, 9) audience medical problems.

The event organizer(s) and performer(s) who sign this document will indemnify and save harmless the *Friends of Leith Church*, *The Annan-Woodford Pastoral Charge of the United Church of Canada*, and the *United Church of Canada* from any liability incurred as a result of this event, and, are responsible for any damage to the Leith Church.

AGREED TO BY:

EVENT ORGANIZER: _____

ADDRESS: _____

ARTIST(S) or REPRESENTATIVE: _____

ADDRESS: _____

FRIENDS OF LEITH CHURCH: _____

NATURE AND DATE OF EVENT: _____