

APPLEBY UNITED CHURCH			
4407 Spruce Ave., Burlington, ON L7L 1L9			
Tel: 905-637-2942; FAX 905-637-0799			
Email: applebyoffice1@gmail.com			
ROOM USE REQUEST AND AGREEMENT			
COMMUNITY GROUPS			
Group Name:			
Contact Person:	Name:		
	Address:		
	Telephone:	CELL:	
	Email:		
Description of Event:			
One Time Booking:	Date:	Alternative Date:	
Repeat Bookings:	Dates:		
Start Time - Include Setup:			
Departure Time -			
Room(s) Requested:			
Number of Participants:			
Key(s) Required:	Key(s) Returned:		
Equipment Required:			
Diagram of Setup: Show on reverse side, or another page, if needed.			
Rental Fee:	Rate:	Total Fee:	
		Fee Received	
Security/Damage Deposit Required: \$250.00			
Payment of security/damage deposit due on booking to hold the room			
Certificate of Liability Insurance Required for 2 M		Received:	
SIGNATURE: Group Contact -			
	Booking Rep. - Virginia Jamieson		
Date:			
** N.B. HELIUM FILLED BALLOONS ARE NOT ALLOWED IN THE CHURCH. GROUPS			
HOLDING PARTIES IN THE HALL ARE REQUIRED TO PROVIDE A DEPOSIT OF \$250 ,			
WHICH WILL BE RETURNED IF NO DAMAGE OCCURS.			
COMMENTS:			

