

CHURCH RENTAL RATES (NON-WEDDING FUNCTION)

| | Per Hour | Half Day | Full Day |
|-----------------|----------|----------|----------|
| Upper Annex* | \$375 | \$1,000 | \$2,000 |
| Lower Annex * | \$375 | \$1,000 | \$2,000 |
| Fellowship Hall | \$575 | \$1,500 | \$3,000 |
| Kitchen | \$200 | - | - |

* Half the Annex room (Opening up full Annex Room will be at the church office's discretion based on group size & functions purpose)

- Half Day 9:00 AM – 12:00 Noon / 2:00 PM – 5:00 PM
- Full Day 9:00 AM – 5:00 PM
- Rental after 5:00 PM subject to \$500 surcharge for each room
- Full payment is required upon confirmation of booking
- Refund policy:
 - ✓ cancellation received two weeks prior to the date of event – full refund
 - ✓ cancellation received less than two weeks prior to the date of event – no refund
 - ✓ Please note that an additional charge will be made for the repair of any damage done to Church property.

CHURCH HALL & ANNEX ROOMS RENTAL POLICY (NON-WEDDING FUNCTION)

| | Union members | non-union members | Other Churches / Christian organization | Other non-profit organisations / Community | Remarks |
|--|----------------------------|-------------------|---|--|---|
| Private or Commercial Rental – non Christianity / Ministry related event | Full rate per chart | | | | |
| Private or Commercial Rental – Christianity / Ministry related event <i>Remarks: Ministry program that does not involve the participation of Union Church own ministry team</i> | 50% OFF | 25% OFF | 50% OFF | 25% OFF | Non Union church associated program / function - i.e. WTE |
| Union church associated or joint program / functions <i>Remarks: part of Union Church ministry team's involvement</i> | No Charge | 75% OFF | 75% OFF | 75% OFF | i.e. Alpha Headquater conference |

Hall & Annex Rooms Rental Policies - Effective 13 Feb 2012

1. Priority for use of Halls / Annex Rooms will be given to Union Church own programs & functions.
2. Union Church members will be given discount rental rate when using facilities for Christianity purposes. It is also the responsibility of Union Church members to maintain rented venue at good conditions.
3. If permission is given to use the kitchen & utensils, please see that it is returned to its proper place, clean and dry. Ovens, stoves, all other appliances **MUST BE** turned off after used and not to be left on unattended.
4. The renter is responsible for any damages, messes, and condition of the rented venue. It is the responsibility of the group for repairs or replacement of damages of rental property incurred during occupancy,
5. Rental rates do not include the set up & clean up particularly in the event of over 20 people with catering involved. Renters are responsible for the condition of the hall including: clearing of leftover food, removing of decoration & restoring the rented venue to its original condition.
6. Hall A/V equipment is not included in the rental. Rental rate for use of A/V equipment in the Hall can be obtained from the church office.
7. All activities should wrap up by 2130. We appreciate that our guests/members would vacate the premises by 2200 to facilitate cleaning & preparation for next morning event.
8. The church hall / Annex rooms are not available for rent, on Saturday evenings for any events that involve 20 peoples & above with catering service.

Rental Fees

- Checks are to be made payable to: Union Church. Full payment must be paid upon confirmation.
- Refer to chart for refund policy