

**HARCOURT MEMORIAL UNITED CHURCH**  
87 Dean Ave., Guelph, Ontario N1G 1L3  
Phone: (519) 824-4177 Fax: 824-9448 Email: [office@harcourtuc.ca](mailto:office@harcourtuc.ca)

**ROOM RENTAL APPLICATION**

Date of Submission:

**Rental and room details are available on Harcourt's website: [www.harcourtuc.ca](http://www.harcourtuc.ca)**

**Applicant Information**

Name of Organization:
Contact Person:
Address:
Telephone Number:
Email:

**Rental Information**

Event Details: Number of People: If in Sanctuary (admission charged Y/N):
Dates Requested:
Times Requested: <i>(Please include set up and clean up)</i>
Rooms Requested:
Equipment Needs: (Chairs, Tables, Piano etc.) <i>(Set up and cleanup is your responsibility)</i>
Audio /Visual Needs (Sanctuary only) <ul style="list-style-type: none"><li>• Equipment:</li> <li>• Operator (your own/need one of ours):</li></ul>

**All bookings will require:**

- A signed rental agreement
- 25% non-refundable deposit due upon booking
- Additional custodial fees if booking Friday or Saturday
- Certificate of insurance naming Harcourt as additionally insured
- A \$50 non-refundable garbage deposit