

General Rental Information For First Unitarian Ottawa

Rental costs are determined by the length of use of the facility, size of space needed, and the complexity of the preparation and set up.

- A Booking Agreement will be provided, and any services or time over and above the agreed amount will be additionally charged at the regular rate.
- Room rental is charged by the hour using a sliding scale after two hours.
- In general, one half hour of access before and after the event is granted, free of charge, for set up or final clean up. Any set up or clean up needed beyond this hour will be charged at the regular rate.
- Custodial and administrative charges, as well as support services such as a sound technician are custom to each event and can vary.
- A custodian will be present and a pre-determined set up of the rented space(s) will be ready when you arrive.
- The piano can be used for a fee of \$50, but you must provide your own pianist.
- Linens (tablecloths, tea towels, etc.) are not supplied by First Unitarian. You must provide your own.
- A liquor permit is required if you are consuming alcohol and must be presented at the office at least one week before the event.
- A certificate of \$2 000 000 general liability must be provided by the renter, with the First Unitarian Congregation of Ottawa as the **additional insured** for the duration of the event. This certificate should be provided no later than one week prior to the event.
- A \$100 non-refundable deposit is due immediately upon booking, and the balance is paid by a post-dated cheque, dated two weeks prior to your event.
- **We are unable to give preferential rates to any persons or groups, regardless of the situation.**

Information is subject to change – please confirm the most recent regulations by contacting the office at 613-725-1066.