



## Dublin Street United Church 2023-24 Rental Rates

68 Suffolk St. W., Guelph, ON N1H 2J2  
 T: 519.821.0610 E: office@dublin.on.ca W: dublin.on.ca

Room Name	Room Size	Capacity	Booking Duration	Rates
Auditorium	56'6" X 38'	160-190	Full Day (8 hrs)	\$ 265.00
			Half Day (4 Hr)	\$ 143.00
			2 Hrs	\$ 108.00
			Additional Hr.	\$ 68.00
Hallman Room	34' X 24'6"	40-70	Full Day (8 hrs)	\$ 185.00
			Half Day (4 Hr)	\$ 98.00
			2 Hrs	\$ 68.00
			Additional Hr.	\$ 48.00
Large Kitchen	n/a	n/a	Full Day (8 hrs)	\$ 210.00
			Half Day (4 Hr)	\$ 128.00
			2 Hrs	\$ 88.00
			Additional Hr.	\$ 58.00
Small Kitchen	n/a	n/a	Full Day (8 hrs)	\$ 85.00
			Half Day (4 Hr)	\$ 48.00
			2 Hrs	\$ 38.00
			Additional Hr.	\$ 28.00
Library	20' X 16'	30-50	Full Day (8 hrs)	\$ 185.00
			Half Day (4 Hr)	\$ 98.00
			2 Hrs	\$ 68.00
			Additional Hr.	\$ 58.00
Sanctuary	n/a	625	Full Day (8 hrs)	\$ 465.00
			Half Day (4 Hr)	\$ 293.00
			2 Hrs	\$ 183.00
			Additional Hr.	\$ 103.00
Harmony Room	23' X 14'	20-24	Full Day (8 hrs)	\$ 160.00
			Half Day (4 Hr)	\$ 88.00
			2 Hrs	\$ 58.00
			Additional Hr.	\$ 43.00
Upper Room	36' X 12'	10-15	Full Day (8 hrs)	\$ 155.00
			Half Day (4 Hr)	\$ 78.00
			2 Hrs	\$ 63.00
			Additional Hr.	\$ 48.00
End Office	12' x 15'	8-10	Full Day (8 hrs)	\$ 100.00
			Half Day (4 Hr)	\$ 58.00
			2 Hrs	\$ 48.00
			Additional Hr.	\$ 38.00

**Please note:**  
 We do not rent the facility on Sundays.

Rentals of sound systems, data projectors, screens, etc. are not included in the above costs. Fees may also be charged for bookings requiring additional custodial support or early openings/late closings.

Dublin Street United Church will not be held responsible for personal injury or damage, or for loss or theft of clothing and equipment of anyone attending on the invitation of the applicant; this disclaimer also applies to the use of the parking lot. Claims by outside users should be directed to the insurance companies of the individuals involved. It is recommended that applicants arrange for their own liability insurance.

All rooms are to be left in good order. Facilities used by the applicant will be examined after use and the applicant agrees to make good promptly any loss or damage. Any damage to the building and/or its equipment must be repaired or replaced at the user's expense.

The applicant shall be responsible for the conduct and supervision of all persons admitted to the church building and grounds on the invitation of the applicant and must agree to abide by all the regulations of the church.

Dublin Street United Church has a Customer Service Compliance Policy in accordance with the Accessibility for Ontarians with Disabilities Act (see [www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/index.aspx](http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/index.aspx)) We expect users and renters to be familiar with the Act so that those with disabilities will be assisted in accordance with the regulations therein.

Adherence to the provincial No Smoking policy is mandatory. No alcohol is permitted on church premises or on the surrounding grounds. Please note that Dublin Street United is a Peanut-Free Zone. Groups renting the facilities are not permitted to light candles.

The main kitchen is only available with appropriate authorization through the Church Office, following the Rental guidelines. It is the responsibility of applicants using the kitchen facilities to supply dish washing detergent, dish cloths, bleach, tea towels and luncheon cloths as these items are not included with the kitchen equipment. If dishes are used, they are to be washed, put away, etc. There are specific procedures posted for kitchen use. **Large groups may be required to remove their own garbage.**

A small fridge, microwave and facilities for making coffee and tea are accessible in the small kitchen. When using the small kitchen facilities please provide disposable cups, etc. for refreshments.

Payment in full for use of the room is to be paid to Dublin Street United Church no later than 14 days prior to the date of the rental. If payment is not received by the above date, the reservation will be considered null and void and Dublin Street United Church has the right to rent the room to another applicant.

If a room reservation made by an applicant is cancelled within 7 days of the date of the rental, Dublin Street United Church will be entitled to retain 50% of the rental fee paid by the renter.

**For a complete list of rental guidelines and policies or to request a booking form, please contact the office.**

### Parking Spaces

All Parking Spaces in the Parking Lot rent for \$80 per month, Monday to Friday 8:00 am to 6:00 pm. Please call the office to request a booking form.