

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

**ROOM RENTAL APPLICATION**

**Date of Submission:**

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