Rental Information and Application (Revised September 2, 2026)

If you are interested in renting the High Country United Church facilities, please begin by sending an email to: highcountryunited@gmail.com

In your email, please include your name, the name of the group you are representing (if applicable), the proposed date of your event, and what spaces/rooms you wish to access. You will receive a response within 48 hours along with a rental quotation.

If you need a space for a rental in a timely manner, please be in touch. We might be able to accommodate you.

Print out the agreement, date and sign it, and send as soon as possible by:

- ☐ Scanning and sending via email to highcountryunited@gmail.com
- ☐ Taking photos and texting to 519-938-0213
- ☐ or calling to make other arrangements to drop off or send via mail

Please complete the following steps to CONFIRM your booking as soon as possible:

- ☐ Payment of damage deposit via cash or e-transfer
  (When passwords are required by you or the church, the question should be: church name with no spaces, answer: HighCountry)
- ☐ Acquire a proof of insurance certificate ($2,000,000 liability).
  Prepare payment for the agreed rental amount

Please note – when sending an e-transfer,
send to highcountryunited@gmail.com
and always include a message that states
"Rental, renter's name, rental date"

Thank you for considering High Country United Church as the venue for your event.

High Country United Church (HCUC) – Rental Application

Contact:_____ Telephone: _____

Email: _____

Alternate Contact:_____ Telephone: _____

Email: _____

Description of event:

_____

_____

Dates/Times rental required:

Start date: _____Time event starts: _____

End Date: _____ Time event ends: _____

◯ Check here if you're requesting on-going use and add details about dates and times in grey area below.

This space is for any notes on further details on dates, times, and spaces that have been agreed upon.

Damage Deposit:
A damage deposit is required of all groups using the church. The damage deposit will be returned when an inspection has concluded that premises were left in good order. Renting groups will be responsible for any damages or clean-up costs more than $100.
Damage deposit for rentals in the lower hall/kitchen or sanctuary, $100.
Damage deposit for rentals in the barn, or for the full use of the property: $250

Certificate of Insurance:
It is the responsibility of each renter or renting group to organize adequate insurance for their event. Please attach a copy of the certificate of insurance showing **$2,000,000 liability coverage**. (Using www.duuo.ca is quick and easy). You will have to name the church: High Country United Church, 346255 Side Road 15 WHS, Mono, ON L9W 6R9 / Phone: (519) 941-0972, Email: highcountryunited@gmail.com

Building Access:
Please organize pick-up and drop-off of church key through the office by calling 519-941-0972 or by emailing highcountryunited@gmail.com to book your key pick up time. Unreturned keys will result in 100% retention of damage deposit.

Terms and Conditions for Rentals:

1. Use of the church's audio-visual equipment, other than the keyboard downstairs and the acoustic piano upstairs, is not permitted other than under the supervision of a trained Church member.

2. Alcohol may be allowed with a liquor license and a Smart Server/Bartender. Copies of Smart Serve must be provided to the church.

3. No regular events are to function beyond 12:00am unless agreed upon.

4. Smoking is permitted in designated areas only.

5. Decorum and respect for the building, and its occupants must be observed. **You are responsible for disposing of any garbage collected during your event.** We do not have regular garbage collection at the church, and you will need to take it with you. We do not have a bin to place your garbage in. For an add-on fee, we will dispose of it.

6. You are responsible for the clean-up of the facilities you use. Failure to do so results in the forfeiture of the damage deposit.

7. All damage or injury must be reported to the church. Failure to report damage within 48 hours results in forfeiture of damage deposit. Please report any injury to your on-site host within 24 hours.

8. You are responsible for the safe and proper use of the building, grounds and facilities and compliance with the terms of this agreement, by all persons you allow to have access to the Church property. You accept responsibility for and the indemnify High Country United Church and its members in connection with all damages and expenses incurred by High Country United Church or its members resulting from a breach of this agreement, or caused to the building, grounds or facilities, or otherwise directly or indirectly related to the exercise of any rights under this agreement, by all persons.

9. High Country United Church may terminate this agreement for any breach of the above terms.

10. High Country United Church and all its members shall be held free from and indemnified by you against any cause or action arising under this agreement or in any way related to this agreement or the breach thereof or the use of the building, grounds and facilities, by any person whether in tort contract or otherwise. The maximum liability of High Country United Church and all its members under this agreement in limited to a refund of any monies paid under this agreement.

Accessibility: We are an accessible facility. We have a lift that accesses all floors of our church building. We have two single stall washrooms in the main building that are fully accessible and gender neutral.

Water: We test our water, and it is on a UV system to ensure that it is safe to drink.

Toilets: We are on a septic system and require renters to bring in port-a-potty access for barn rentals for events that last longer than 3 hours. We have a change table by the washroom in the lower hall and parents of nursing children can use the office for personal comfort.

Kitchen: Our kitchen has not been certified as a Commercial Kitchen, though it is inspected. If your rental specifies access to the kitchen, the stoves can be used for warming food up or prepping food. Please do not use our kitchen supplies unless specifically named and agreed upon in the agreement. We do a lot of events and want to make sure we know where things are when we need them. Let us know in advance if you will use the fridges. We have a dishwasher/sanitizer that can be used if agreed upon.

Parking: We have two small parking lots. If the barn is rented out, the parking lot in front of the barn usually houses the port-a-potties. The white fence in that lot is a beautiful spot for sunset photos. Our community is used to seeing cars parked on both sides of the road.

Garbage: It is your responsibility to remove all refuse at the end of your event unless agreed upon. We do not have garbage collection at the church, and you will need to take it with you. Dufferin County is unique in its' rules. Garbage is to be placed in clear bags only. Recycling in blue bags only. Compost in compostable bags or paper bags. No garbage is accepted in solid colour bags.

On-Site Host: There will be someone named as your host. They will be on-site as they are available in case you have questions or any issues. If they are unable to stay on-site, you will be provided with their phone number.

Sharing the location with guests – **Online maps, GPS devices and smartphone Apps may not give our accurate location**. When sharing our address with guests, please enter "346255 Side Road 15 WHS, Mono" or type in "High Country United Church" and it should give you the proper location. We often tell folks to enter "1 Madill Dr., Mono" in and it will at least give the address across the street.

This is your day. Outside musicians, officiants, sound systems, food, décor, and more are permitted. We just ask you to keep us in the loop, so we don't mistakenly put something away that is not ours. If you have supplies that you will no longer use but think we might be able to use them in the future, let us know. We might be interested. You can have things delivered if you are unable to be here.

Please remember that we are a small church, with a small office, and very humble and welcoming volunteers. We want your day to be the absolute best. There are times you might need to follow up with us and that is okay. We take reminders as a sign of a good and trusting relationship. Our goal is to offer our home to you so you can have a memorable day in an environment that you enjoy. Please let us know where we can be of service. Let us know how we did in offering our space and time for you. We are always looking to improve how we serve our community and can only do that if you share your feedback with us.

Spaces available for rent (more information can be found in the last pages of this document):

- **Simple Meeting Rate** - use of lower hall (Capacity 80)
  $25 per hour (up to 4 hours) | $150 for the day (4 hours or more)
  *Refundable deposit: $100

- **Sanctuary** (Capacity 125)
  $75 per hour (up to 4 hours) | $350 for the day (4 hours or more)
  *Refundable deposit: $100

- **Lower Hall only** (Capacity 80)
  $40 per hour (up to 4 hours) | $200 for the day (4 hours or more)
  Alcohol on site: $60/hour or $300/day
  *Refundable deposit: $100

- **Lower Hall and full kitchen access** – capacity 80
  $60 per hour (up to 4 hours) | $300 for the day (4 hours or more)
  Alcohol on site: $80/hour or $400/day
  *Refundable deposit: $100
  Includes kitchen area, use of fridges, dishes, cutlery, dishwasher.
  Stoves and ovens are to be used for reheating or warming only.

- **Main building** – sanctuary and lower hall with kitchen access*
  $150 per hour (up to 4 hours) | $600 for the day (4 hours or more)
  Alcohol on site: $175/hour or $750/day
  *Refundable deposit: $100
  Includes kitchen area, use of fridges, dishes, cutlery, dishwasher.
  Stoves and ovens are to be used for reheating or warming only.

- **Barn only** (Capacity 100-150)
  $200 per hour (up to 4 hours) | $1,000 for the day (4 hours or more)
  Alcohol on site: $250/hour or $1,250/day
  *Refundable deposit: $250

- **Full use of property and space**
  $2,000 per day | ***Alcohol on site: $2,500 per day***
  *Refundable deposit: $250

- **Audio-visual equipment** in sanctuary (TVs, microphones, speakers, keyboard, organ) is available ONLY with supervision of trained HCUC members. Please test equipment with trained staff before your event ..... $25/hour (min. 2 hrs)
- **Livestreaming** from the sanctuary .....$50 total.

Charges:

Space rental .....$ _____

AV services .....$ _____

***Damage deposit .....$ _____**
Returned within 48 hours of event completion, if everything is cleaned up, in good condition, and no garbage is left behind.

Add-ons ..... $ _____

TOTAL.....$ _____

Check all that apply:
- Damage Deposit (Lower Hall/Kitchen) $100
- Damage Deposit (Barn, Sanctuary, full property) $250

Add-ons available
- Tablecloths $25
- Twinkle lights $10
- Backdrop stands $10
- Tulle $10
- White chair covers $25
- Sound System for barn $25
- Projector and screen for barn $25

A full catalogue of supplies can be requested.

Bundled deal for any supplies on site $250
- HCUC Officiant Fee for weddings..... $300*****
- Removal of event garbage $50
- Full clean up after hourly rental $100
- Full clean up after full day rental.....$250

List additional information here and special accommodations:

You are responsible for removing your own garbage or for agreeing to the $50 garbage removal fee. ***If garbage removal fee is not selected and garbage is left on the property, we will retain your full deposit.***

I agree to the garbage policy _____

Renter's Initials/Signature

Extra considerations and costs that renters are responsible for securing and paying for:

- Portable washrooms must be rented and brought in for events held in the barn that last longer than 3 hours.
- Liquor license and providing a copy to the church, if applicable.
- Bartender(s), copy their Smart Serve Certificate(s) and bartender's contact info to the church.
- Event insurance that names High Country United Church and has $2,000,000 liability.
- Sound system & operator for events in the barn/sanctuary, if applicable.
- Any outside officiant fees, off-site supplies, catering, etc. (Use of any church items not laid out in the agreement is prohibited and could result in losing damage deposit.)
- Any condiments/supplies you might need like napkins, salt, pepper, drinks, etc.

Your rental agreement assumes you are only using specific spaces unless there are items that are agreed upon and noted this agreement.

Please note: All renters are responsible for restoring all furnishings to their original arrangements, unless discussed and made note of in writing in this agreement.

Please review the terms and conditions attached and sign the agreement.

You will have an on-site host who will help with any issues that may arise during your event. They are only responsible for being available for questions or support if something arises. They are not an extra hand to offer help with setup or cleanup.

I hereby state I have read, accept and agree to follow the terms stated in the agreement, and assume responsibility to see them adhered to:

Renter's Name: _____ Date: _____

Signature: _____

High Country United Church reviewer:

Name: _____ Date: _____

Signature: _____

Payments can be made by cash, cheques payable to High Country United Church,
or by e-transfer to highcountryunited@gmail.com
(please include rental date and contact name when sending an e-transfer).

High Country United Church
Office: 519-941-0972
Email: highcountryunited@gmail.com

346255 Side Road 15 WHS
Mono, ON L9W 6R9
Website: www.highcountryunited.ca

HIGH COUNTRY UNITED CHURCH FULL PROPERTY

Use of full property. Includes barn, lower hall, sanctuary, and kitchen.
See notes below regarding rentals for full property.

THE BARN (Built in 1924)

Capacity 150 (recommend max. 100 to make space for dance floor)
Barn is not winterized and only available between May 1st and November 1st.
No indoor washroom access (wedding party may use indoor facilities if agreed upon).
Port-a-potties must be rented and placed on-site for events lasting over 3 hours.
Electricity in the barn will meet your needs.
There are two small windows at the front and at the back of the barn to help with air flow.
The fans can be turned on to assist with air flow.
Lights are on dimmer switches.
Bar area is perfect for servers and has a double sink. We can run water in, if agreed upon.
Fridges are not to be used unless agreed upon.
Access for setup may be granted up to 7 days before your event, depending on availability.
You may need to do a little cleaning before setting up. When setting up tables ahead of time, we highly recommend covering the tables to ensure they are clean when you're ready to use them.

THE SANCTUARY (Built in 1880)

Capacity 125
Includes use of the lower hall, kitchen access and two accessible washrooms indoors.
The pews are cushioned for extra comfort.
Outside musicians, officiants, and sound systems are permitted.
Use of the acoustic piano is permitted. Organ or electric keyboard can be used if agreed upon.
Your décor is permitted.
Access for setup may be granted up to 6 days before your event, depending on availability.
Twinkle lights are accessible upon request (on the bars near the ceiling), no extra cost.
Regular lighting is on dimmer switches.

THE LOWER HALL (NO KITCHEN ACCESS, Renovated in 2013)

Capacity 80
Includes two accessible washrooms indoors.
Includes use of 6 feet long rectangular tables and plastic chairs.
Includes the use of the TV or a projector, speaker and microphone.

THE LOWER HALL (WITH KITCHEN ACCESS, Renovated in 2013)

Capacity 80
Includes kitchen access and two accessible washrooms indoors.
Includes use of 6 feet long rectangular tables and plastic chairs.
Includes the use of the TV/projector, speaker and microphones.

ALCOHOL CONSIDERATIONS

Alcohol is permitted and if served:

- You are responsible for obtaining the liquor license and all related costs https://www.agco.ca/en/alcohol/licences-and-permits
- You must comply with the liquor license in posting all info at the bar
- Provide the church with a copy of Smart Serve certificate(s) for those tending bar
- Purchase your own alcoholic beverages (where possible, no glass products on site please)

If you wish to donate your empties to the church, let us know in advance. Thanks for considering!

Here is a list of partners who know our space well

Absolute Catering
Beth Vincer
www.absolute-catering.ca
(519) 941-2750
absolutecatering@bellnet.ca

Just Savor Catering
Cassandra Moore
www.justsavor.ca
(519) 215-1288
info@justsavor.ca

Parsons Florist
Chris McCoy
https://www.parsonsflorist.com
(519) 941-2500
parsonsflorist@bell.net

Bartender
Laura Avison
(519) 216-2618
avisonML@gmail.com

Port-a-Potties
www.lavishloorentals.ca
(647) 676-4834

Port-a-Potties
www.chantlers.ca
(519) 855-6096

Event Insurance can often be acquired through your home, tenants, or automobile insurance provider. Here are some other options:
https://duuo.ca/event-insurance/
https://www.palcanada.com/index.php/en-us/policies/event-hosts/special-events-liability