

**Grace Lutheran Church
1107 Main Street West
Hamilton, ON L8S 1B8
Phone 905-527-0877
www.glc.ca**

Table Rental Agreement

Please make sure that your application is clearly written or typed so that we can contact you with any questions and also so that we can email you a confirmation. If you have not heard from us within 10 business days, please call us at the above number to confirm receipt of your contract. Do not assume that you have a table rental secured without contact from us before the date of the sale.

- 1. Date of the sale is Saturday October 15th, 2011. Time of open sales is 9am to 2pm.**
- 2. Set up will be available on Saturday at 8am on the morning of the sale. You must check in before proceeding to your table set up to receive your assigned table(s).**
- 3. You must arrive at the sale by 8:45am. No refunds will be given for no shows.**
- 4. You will be able to pre-shop at each other's tables until 8:55am. After that, table renters are to be at their own tables to sell their items to outside shoppers.**
- 5. Table renters are expected to provide their own change and their own bags. Renters are also expected to act as their own security for items they bring to sell. We will not be responsible if items or money are damaged or stolen.**
- 6. You will be provided a table to sell your items from. You must keep your items in the area assigned to you and not have them protruding out in the walkways where they may cause someone to trip or fall. Renters will be provided with a 6 x 2.5 foot rectangular table for \$25. Rack space may be purchased for \$4 (one 4ft rack space per table rental). You must provide your own rack.**
- 7. If you bring children with you to the sale, YOU are responsible for your own childcare and for keeping them supervised.**
- 8. You are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner. It is advised to tag and price items before coming to set up.**
- 9. Renters are expected to stay until 2pm. By signing this contract you agree that you will not begin to pack up your table before the sale ends at 2pm. Please do not rent a table if you are not able to commit to having your table set up for the entire time slot. After the sale, all renters must be out of the building by 3:30pm.**
- 10. You may not move to a different table at any time during the sale. You may not set up your items on any table other than your assigned table even if a renter fails to show.**
- 11. Payment is due within 2 weeks from receiving the contract. A reminder will be sent out to you a week after the date of receiving the contract. After 2 weeks, if payment is not received the space will be available for another vendor to rent. If you**

are renting table(s) less than 2 weeks before the sale, payment must be received with the contract.

12. NO refunds will be given within 2 weeks of the sale date.

13. Cheques should be made payable to "Grace Lutheran Church" and mailed to 1107 Main Street West, Hamilton, ON, L8S 1B8. Any cheque returned by the bank will be subject to a \$35 fee. The renter will then be required to pay the table rental fee in cash and in person. Your table rental will not be secured until you fulfill this requirement.

A first come/first served basis is used to process applications. When your application and cheque clears, you will receive confirmation by phone or email.

Enclose your application (bottom portion of this page), your cheque, cash or money order payable to Grace Lutheran Church. Send to the church address : 1107 Main Street West, Hamilton, ON, L8S 1B8

Name _____

Address _____

Phone _____

Email address _____

Type of Business _____

Number of tables needed at \$25 each _____ Total \$ _____

Number of 4ft rack spaces needed at \$4 each _____ Total \$ _____

Total owing on contract \$ _____