

NAME OF GROUP:	TYPE OF EVENT:
CONTACT PERSON:	ALL DATES REQUIRED:
ADDRESS:	TIME FOR REHEARSAL (if applicable):
PHONE:	TIME FOR EVENT:
EMAIL:	OTHER INFORMATION:

**SPACE REQUIRED**

- Sanctuary
- Chapel
- Fellowship Hall
- Parlour
- Games Room
- Meeting Room:  
specify \_\_\_\_\_

**TECH EQUIPMENT NEEDED \***

- Microphones  No  Yes (# \_\_\_\_\_ )
- Digital Projection  No  Yes
- LED Lighting  No  Yes (# \_\_\_\_\_ )
- Portable Sound System  No  Yes
- Portable Projector  No  Yes
- \*Tech person required for additional fee:  
 No  Yes

**ADDITIONAL ITEMS REQUESTED**

- Tables (# \_\_\_\_\_ )
- Chairs (# \_\_\_\_\_ )
- Other \_\_\_\_\_

**INSTRUMENTS NEEDED \*\***

- Grand Piano  No  Yes
- Pipe Organ  No  Yes
- \*\* Approval by Director of Music is Required

Non-church property to be brought onto premises: \_\_\_\_\_

**CONDITIONS OF RENTAL**

- o *The applicant, on behalf of its organization/members hereby releases and forever discharges St. Andrew's United Church, its members, servants or agents from all claims or causes of action which may be brought now or in the future by the applicant or its organization/members or any individuals attending the function, as a result of any personal injury, damage, loss or theft of property or any other cause whatsoever arising from the use of the Church premises.*
- o *The applicant acknowledges that they have read and will honour the rules and regulations on the back of this form.*
- o *The applicant acknowledges that they are at least 18 years of age and are an authorized signing officer for the applicant organization. Further, the applicant agrees to pay the fees for the use of the premises and equipment.*

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**RULES AND REGULATIONS**

**The User Agrees:**

- a) *To be fully responsible for the conduct and the supervision of all persons on the premises of St. Andrew's United Church during the period of use and to ensure that all persons are supervised at all times by an individual at least 18 years of age.*
- b) *That the use of equipment, supplies and rooms is restricted to those specified on this application.*
- c) *That movement of church equipment, furniture or instruments must be pre-arranged prior to event.*
- d) *That the facilities must be left in the same condition as they were before occupancy; otherwise the \$50.00 deposit will be forfeited.*
- e) *That non-church property may only be brought in and used on the premises as specified in this application.*
- f) *That proof of liability insurance will be provided prior to event.*
- g) *That proof of a liquor license and designated Smart Serve individual will be provided, if applicable.*
- h) *For the use of the Fellowship Hall kitchen, to be responsible for supplying all linens, dishes, glassware, etc. \**
- i) *To provide a refundable \$50.00 deposit at time of approval of the application.*
- j) *To pay all rental fees in full prior to the event.*

**\* Note: For the kitchen, 2 stoves, some refrigeration as well as triple sinks are available but no dishwasher is available.**

**FEE STRUCTURE**

Church Sanctuary	\$300.00
Chapel	\$150.00
Fellowship Hall (stage and kitchen)	\$200.00
Parlour	\$75.00
Games Room	\$75.00
Meeting Rooms (not accessible)	\$50.00
* <i>If technical support is required, an honorarium will be assigned.</i>	
* <i>Rental fees for rehearsals are waived; however, if the rehearsal is in the evening or on weekends, a \$50.00 honorarium for custodial/security services may apply.</i>	

**Set-Up:**

If a special set-up for the room is required, please provide us with a diagram.