

FACILITIES BOOKING REQUEST

Date of event

Event start time:

Name of Event:

Type of Event (example: concert, recital, etc):

Time church to be opened:

Closed:

(Max. 9:30 pm)

Number of people planning to attend:

CONTACT INFORMATION

Name of Organization:

Main Contact (Name):

Address:

Phone:

E-mail:

Areas to be booked: Mark all that apply.**(set up/tear down time if different from event time)**

<input type="checkbox"/> Sanctuary*	Capacity 650	Start Time:	End time:
<input type="checkbox"/> Chapel	Capacity 40-50	Start Time:	End time:
<input type="checkbox"/> Memorial Hall	Capacity 180	Start Time:	End time:
<input type="checkbox"/> Club Room	Capacity 10-12	Start Time:	End time:
<input type="checkbox"/> Room 11	Capacity 40	Start Time:	End time:
<input type="checkbox"/> Library	Capacity 6-8	Start Time:	End time:
<input type="checkbox"/> Art Studio	Capacity 6-8	Start Time:	End time:
<input type="checkbox"/> Kitchen		Start Time:	End time:
<input type="checkbox"/> Other		Start Time:	End time:

For photos of facility spaces please visit <https://www.rwuc.org/room-rentals>

*Sanctuary includes Millson Room (Green Room) and the Chapel.

- Sanctuary, Kitchen & Memorial Hall are **not available** Sundays until after 3:00 pm, no access can be granted before this time.
- Tape is **not allowed** to be used to affix items anywhere in the building.
- Use of the Organ must be approved by the Music Director.
- All rental fees are payable to Robertson-Wesley United Church and are due 5 days in advance of function.
- Half-day rate is for rentals less than 5 hours in length. Full day rate is for rentals 6-10 hours in length.
- A late fee of \$100/ hour will be charged for rentals that exceed their booking time.
- The Kitchen cannot be rented on its own (separate from an event).
- The Kitchen, when rented, is not a private space and staff may need access to the kitchen during your booking.
- There are separate fees charged for Weddings, Funerals and Funeral Receptions. For further information please contact the Church Office.

Total Rental fee: \$

 NO SET UP REQUIRED -Please check this box if you require **no** additional set-up or equipment.

EQUIPMENT REQUESTS

What equipment of yours are you planning to bring in? Please give details of items to be brought in:

Are you serving food or refreshments? Yes No

Sanctuary

Sound

- Wireless lapel microphone
 Cordless mic and stand

A cable microphone and stand may be used if problems arise with cordless system

Room 11 or Club Room

Sound

- TV
 Portable player
 None

Picture

- TV
 None

Memorial Hall

Number of Chairs: /150

Number of Tables: Round /14
Rectangular /12

Registration table: Yes No number of chairs at registration table:

Head table: Yes No number of chairs at head table/s:

Podium: Yes No

Audio Visual

DVD Audio disk * LCD projector

*If using the projector, laptop must be provided by presenter. **Make/model of laptop:**

Output

Sound

- TV
 Portable player
 Hall sound system
 Cable microphone and stand
 None

Picture

- TV
 LCD projector with screen
 None

Concerts:

Stage Manager Contact Info

Name:

Contact #:

A stage manager, assistant or representative must be present at all times. R-W staff are not equipped and are not responsible to move instruments, stage equipment and do stage set ups.

Will there be Amplification: Yes No

Use of Organ (must be approved by R-W's Music Director): Yes No

Grand Piano: Yes No

Ticket Table in Narthex: Yes No

Other Concert Comments:

Important Information: If you are hosting a concert, playing pre-recorded music at a public event, or using music as a part of your class or workshop, you may need to obtain a SOCAN license for that event. Please contact **SOCAN** at **1-866-944-6223** or www.socan.ca to **determine your responsibility.**

Room set up (Memorial Hall, Club Room or Room 11);

Example: Theatre style. Dining, etc. Use the room below to draw a diagram.

RENTAL AGREEMENT – ROBERTSON-WESLEY UNITED CHURCH

Signatures on this form indicate the agreement of the renting group/organization to the terms and conditions set out and the approval of the rental application by Robertson-Wesley United Church.

I agree to these fees and responsibilities:

Renter Signature:

Print Name:

Date:

BOOKING NOTES

1. All bookings must be made through the Church Office, e-mail only mail@rwuc.org
2. The Church building is kept locked. Events assistants are available to unlock the building at the time specified in the agreement. Renters must adhere to the time frame specified in the agreement. Times in excess will result in an extra charge of \$100/hour

INITIAL

3. Parking: Please follow the parking regulations and obey the posted signs on the property. The Impark Lot across the road is available. Tickets must be purchased and displayed on the dash of the vehicle.
4. Smoking is not permitted within the Church building or with 5 meters of the outside doors.
5. It is expected that renters restrict access to any person(s) who is intoxicated. Alcoholic beverage is allowed **upon approval in advance of the event** (ask administrator when booking). It is the user's responsibility to obtain a liquor license and comply with its regulations.
6. Advertising costs for an event are the responsibility of the organization that is renting the facility.
7. The Renter will be responsible for all promotion and advertising and will not associate R-W with this event in any way other than as a venue for the performance.
8. Robertson-Wesley is not liable for any lost, stolen, or damaged articles of the renter, or the clients, associates, invitees, or other partners of the renter during the event.
9. All items moved must be returned to the same position at the end of the rental. Note: the piano in the Sanctuary is not to be moved off the carpeted area.
10. Kitchen Use: Renters must supply their own food, including coffee, tea, and sugar. Dishes and cutlery must be cleaned and put away. No items from the kitchen are to leave the building. Should Kitchen clean-up not be performed by Renter a \$100 cleaning charge will be applied to final invoice.
11. Renters must conclude their functions on time to permit the closing of the facility – by 10 pm Weekdays. Church must be vacated by the end of booked time or extra charge of \$100.00 per additional hour will apply.