

Reservation Request

User/group/organization _____

Description of event _____

Primary contact _____

Mailing address _____

Phone _____ Email _____

Requested event date _____ Set-up time _____

Event start time _____ Closing time _____

Number of attendees: Guests _____ Performers, showrunners, etc. _____

The sound system is free, but the user must provide a qualified operator Yes NoThe church's Kawai electric piano can be rented for an event, cost \$100 Yes NoWill wine, beer, or other spirits be served? Yes NoWill food and/or beverages be served? Yes No

If yes, who will provide it? _____

Can you provide a certificate of third-party liability insurance? Yes NoDoes your group need to use the Kitchen and Parish Hall (\$20/hour)? Yes No

I understand and agree to the following:

- My group is responsible for opening and closing the church and for security while occupying the building.
- Persons and property will be respected while my group is using the building.
- I will obtain all applicable insurance and permits.
- **My event is not scheduled with Church of the Ascension until the rental agreement form has been signed.**

Signed,

_____ Date _____

Rental Rates

- Weekly renters upstairs or downstairs with whom we can share the building: \$35/hour.
- Weekly renters who need the whole building, due to noise or use: \$45/hour.
- One-time rentals: \$55/hour (four-hour minimum charge).

**Weekly renters are those with a minimum contract of four months*

Ascension Emerging Musicians Program

Students or recent graduates of music programs may apply for a reduced rate of \$100 minimum or 20 percent of the gate (to a maximum of \$200), whichever is higher. Third-party liability insurance is included, capped at \$35 (for 100 attendees).

Other Costs

Use of the church's Kawaii electric piano: \$100

Non-refundable reservation deposit \$50

Use of the kitchen: \$20/hour

Security deposit for all events: \$150

Insurance

Users must provide a certificate of third-party liability insurance from a broker, or purchase an insurance policy through the church. These are samples of insurance estimates:

- Concerts or plays, practices, events, up to 100 attendees: \$35; up to 250, \$60 plus PST.
- Workshops, classes, rehearsals, up to 25 attendees \$25 plus PST.
- Licensed events require supplemental insurance, usually an additional \$100 plus PST.

Weddings and other sacraments—For information about baptisms, weddings, and funerals, please contact The Rev'd Rhonda Waters, rhonda@churchoftheascension.ca

Sound—Use of the church's sound system is free, but the user must provide a qualified operator. Aside from the pulpit microphone, the church does not provide mics.

Garbage and Recycling—Garbage and recycling generated by the use of the church must be removed from church property after the event.

Parking—There is room for six to eight cars at the back of the church. There is street parking on Echo, in front of the church, and on Graham, a block to the north. Outside of school hours, community members leave their vehicles in the parking lot at Immaculata High School

Accessibility—A ramp provides access to the lower level of the church on the west side. Inside, a ramp leads to washrooms and offices at the east end of the building. An elevator provides access to the worship space on the second floor.