

## Rental Rates - Effective 2021

\* *Weddings and recurring events have special considerations. Contact us for a quote!*

<b>Security and Damage Deposit</b>	\$250
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Room	Capacity	*up to 5 hours	*5+ hours
		1/2 Day	Full Day
Classroom 101 or 102 (centre rooms)	50	100	150
Classroom 104, or 105 or 106	30	75	110
Main Kitchen		100	150
Room 208 Café includes kitchenette	125	150	225
Combo: Room 208 Café & Main Kitchen		225	335
Room 200 - Main auditorium	450	300	450
Combo: Room 200 & Kitchen	450	400	600
Combo: Room 200 & Cafe 208 & Kitchen		500	750

Additional Services	per hour	flat fee
AV Technician (2 hour minimum)	\$30	
Sound Technician (2 hour minimum)	\$30	
Staff Support (ie: set up) <i>*mandatory for large events</i>	\$20	
Custodial Fee Basement Rooms <i>*events without or with refreshments</i>		\$10/\$20
Custodial Fee Room 200 <i>*events without or with refreshments</i>		\$75/\$150
Custodial Fee Room 208 Café <i>*events without or with refreshments</i>		\$20/\$40
Decorative Swag lights Room 200		\$200

Tables, chairs, music stands, microphones available and quoted per event.



## EVENT & BUILDING USE GUIDELINES 2021

1. **Payment Terms:** The Rental Fee is due 4 weeks prior to event, unless otherwise arranged.
2. **Security Deposit:** A security deposit of \$250 is due upon signing the Rental Agreement. This will be refunded to the Renter after the event, dependent on the condition of the facility, as outlined in the Rental Agreement.
3. **Cancellations:** If the reservation is cancelled more than 7 days prior to the event, a \$50 fee will be withheld. If cancelled with 7 days or fewer remaining, a fee of \$100 will be withheld. **\*\*Special events may be subject to additional cancellation fees, outlined in Agreement.**
4. **Insurance:** Organizational Renters must obtain General Liability Insurance of at least \$1,000,000 in which Lambrick Park Church is listed as "additional insured"; they must provide the church office with a Certificate of Insurance 7 days prior to the event. Accident and Liability Insurance is the responsibility of the Renter.
5. **Permits:** For special event rentals, alcohol may be served on church premises only if the renter has made advance arrangements, and obtained appropriate permits.
6. **Keys and Security System:** Should the rental event times require building access outside of regular office hours, additional responsibilities will be assumed by the renter. Appropriate instructions, keys and codes will be provided to the renter. (*Document: Procedures to Lock Up and Alarm*).
7. **Set Up and Tear Down:** Church areas shall be left tidy and in the same configuration as they were found. Fees assume Renter set-up and tear down.
8. **Decorations:** All decorating is the responsibility of the user unless otherwise arranged. Do not set up or attach decorations in any way that will damage the facility walls or contents. Clean-up of decorations is also responsibility of the Renter
9. **Kitchen Use:** It is the responsibility of the user/renter to ensure proper food safety, including, but not limited to, FoodSafe certification. It is the responsibility of the Renter to clean the kitchen area(s). See cleaning checklists posted in kitchen areas. No one is permitted in the kitchen without permission and kitchen must remain locked.
10. **Café Use:** Any Renter of the Café (kitchen area Room 208) may use it to serve coffee/tea/prepared foods and snacks. External rentals must supply their own provisions (coffee, tea, sugar, cream, etc). This area must be totally cleaned, dishes washed and put away. Main kitchen access is NOT included with Café use unless previously arranged.
11. **Code of Conduct** - While on the premises, the Renter agrees to oversee its participants and to maintain a safe and secure environment, respectful of people and property. Absolutely no smoking is permitted on the premises.
12. **Covid-19:** The Renter agrees to be aware of and ensure compliance with current public health orders and event protocols, including group size, safety and cleaning protocols.

**\* Upon signing the Rental Agreement Form, the Renter will receive this document along with the 'Procedures to Lock Up and Alarm' (if applicable).**



Lambrick Park Church
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250-477-9721 office@lambrick.com
www.lambrick.com

BOOKING REQUEST FORM Event Date: \_\_\_\_\_

Please complete this form in full and return to the office in person or by email.
Reservation is tentative until this form is received and processed, and deposit is received.

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_
Date Forms Submitted \_\_\_\_\_ Secondary Contact: \_\_\_\_\_
Email: \_\_\_\_\_ Phone (cell): \_\_\_\_\_ (Alternate ): \_\_\_\_\_
Event Type: \_\_\_\_\_ # People Attending: \_\_\_\_\_
Set up arrival time: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_ Clean up exit time: \_\_\_\_\_
Rehearsal or extensive set up / prior to event? [ ] Yes [ ] No Details: \_\_\_\_\_
Total Hours Needed (including set up, clean up, rehearsal etc): \_\_\_\_\_ Alternate Date Choice: \_\_\_\_\_
If this is a repeat event then: [ ] Daily [ ] Weekly [ ] Monthly [ ] Other \_\_\_\_\_
Repeat start date: \_\_\_\_\_ Repeat ending date: \_\_\_\_\_

Room(s) & Capacity
[ ] 200/ Sanctuary 450 / 220+tables
[ ] 208/ Cafe 100
[ ] Café Area 20
[ ] 101 (Youth) 50
[ ] 102 (Kids) 50
[ ] 104 30
[ ] 105 30
[ ] Kid Care 12

Equipment & Specialty Items \*fees may apply
[ ] Decorative Swag Lights \*additional charge
[ ] Long Tables (6ft seats 6) # \_\_\_\_\_/8
[ ] Long Tables (8ft seats 8) # \_\_\_\_\_/11
[ ] Round Tables (5ft seats 8) # \_\_\_\_\_/20
[ ] Chairs # \_\_\_\_\_/450
[ ] Music Stand(s) # \_\_\_\_\_/10
[ ] Microphone(s): # \_\_\_\_\_
[ ] White Boards # \_\_\_\_\_/3
[ ] Projector and screen (Room 200, 102)
[ ] Computer and 40" TV (Room 208)

Kitchen
Will you need Kitchen Facilities? [ ] Yes [ ] No
Food Safe Certificate [ ] Yes [ ] No
Please describe your needs: \_\_\_\_\_
[ ] Coffee/Tea/Beverages
[ ] Prep Food
[ ] Fridge
[ ] Ovens
[ ] Special Beverage Service \*License required

[ ] Technician(s) \* mandatory for large events
[ ] Operate sound system
[ ] Operate, screen and lights
[ ] Operate presentation software
[ ] Play recorded music from device
[ ] CD [ ] USB [ ] tablet [ ] other \_\_\_\_\_

\* Note: for large or more complex events, both a sound and a media technician may be required.

[ ] Staff Support \*mandatory for large events
[ ] General building accessibility and support

\*Starred items are at additional cost ~ see fee sheet.

Please provide more detail about your event:

General: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-Event Setup: (Mainly renter's responsibility) \_\_\_\_\_

\_\_\_\_\_

Post-Event Cleanup: (Renter's responsibility) \_\_\_\_\_

\_\_\_\_\_

Decorations/Display: (Renter's responsibility) \_\_\_\_\_

\_\_\_\_\_

Food/Catering: (Renter's responsibility) \_\_\_\_\_

\_\_\_\_\_

Audiovisual (include details of presentation): \_\_\_\_\_

\_\_\_\_\_

Special Requirements/Other: \_\_\_\_\_

\_\_\_\_\_

Office Use Only:

LPC Ministry       LPC Non-Ministry       Outside Ministry/Partner       Outside Non-Ministry

Room(s) Rental      \$ \_\_\_\_\_      Booking confirmed       Yes  No

Janitorial      \$ \_\_\_\_\_      Security deposit received       Yes  No

Technical Services      \$ \_\_\_\_\_      Amount: \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

Total owing      \$ \_\_\_\_\_

Building Accessibility: Code required  Yes  No      Key(s) issued  Yes  - No Key(s) # \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Coordinated by: \_\_\_\_\_      Date: \_\_\_\_\_

Entered in PCO     inform Wiseways     inform other building tenants     Inform / reschedule janitorial

Services:  chair set up: \_\_\_\_\_     lights \_\_\_\_\_     sound technician \_\_\_\_\_     Staff \_\_\_\_\_

When considering bookings, Lambrick Park Church ministry events will be given priority; then Lambrick Park Church sponsored non-ministry events followed by outside group ministry events. All other events will be considered on a case-by-case basis.

No Alcoholic beverages are sold on the premises, and can only be served by prearrangement, with appropriate permits.