

Rental Fees

Fees are reviewed annually and are subject to change without notice

Southwood United Church provides rental spaces for all kinds of community events. From one-time events like concerts, recitals, and meetings, to ongoing rentals like bridge games, and exercise/continuing education classes. Please review the details provided and contact the office to inquire about booking a space.

Support Groups are subject to a different fee schedule and are encouraged to contact the office directly for inquiries.

Potential renters are encouraged to come by and view the space prior to a booking request.

Office Hours are Monday to Thursday 9 AM to 2:30 PM

Church Office: 403-253-2979

Donna Pearson, Church Administrator: office@southwoodchurch.ca

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Southwood
Church

southwoodchurch.ca

10690 Elbow Drive SW
Calgary, AB T2W 1G4

Rentals at Southwood United Church, updated for January 2020

Small Meeting Rooms (Up to 10 people)

Room Name	Accommodations / Inclusions	Cost (per hour)
Room 2	Laminate floors, single-stall washroom, theatre or boardroom-style setup	\$12.50
Room 3	Laminate floors, counter & sink, theatre or boardroom-style setup	
Room 10	Laminate floors, theatre or boardroom-style setup	

Medium/Large Meeting Rooms (15-20 people)

Room Name	Accommodations / Inclusions	Cost (per hour)
Fireside Room	Lounge-style, couches, flat-screen tv, HDMI input, dvd player	\$15.00/hour
Library	Lounge-style, couches, flat-screen tv, HDMI input, dvd player	
Boardroom (larger, can accommodate up to 30 people)	Includes projector & screen, and wireless bluetooth speakers. Can be setup u-style, theatre-style, boardroom-style	
Youth Room	Half of room is couches/lounge, Half can be setup like a classroom / theatre. Includes projector & screen and wireless bluetooth speakers	

Hall (30'x60'): Can accommodate up to 140 people (stand up reception), or up to 92 people sit-down
Cost = \$35 per hour

Kitchen: The kitchen cannot be booked as a standalone booking; it must be booked with another space in the church. **\$5 will be added to a booking for the use of the kitchen.** Please inquire about specifics for these bookings (what can, or cannot be used/accessed).

Sanctuary: Seats up to 350, can be booked for recitals and concerts, see costs below

Recitals (Sanctuary with Piano & Sound System)

Service	Cost
Sanctuary <i>Includes piano*</i>	\$80/hour (minimum 3-hour booking for recitals)
Sound Technician	\$100.00
Microphones (corded)	\$15.00
Microphones (wireless)	\$30.00

*Licensee will not move the piano, any moving of the piano is to be done by the caretaker as part of the event setup instructions

Ticketed Events

Service	Cost
Sanctuary <i>Includes piano*</i>	\$125/hour (minimum 3-hour booking for concerts) + \$1/ticket sold
Licensee must provide own sound equipment and technician, no access to sound booth (may be negotiated on case-by-case basis)	

*Licensee will not move the piano, any moving of the piano is to be done by the caretaker as part of the event setup instructions

Insurance

All one-time and long-term renters are required to either provide proof of insurance, and add Southwood United Church as an Additional Insured to their coverage, or purchase insurance through Southwood United Church. The cost for this purchase will be provided upon request and will vary depending on Licensee needs. Insurance purchased will be good for the year in which it was purchased (Insurance year at Southwood Church is September 30 to September 30).

Music Teachers, in particular, are encouraged to seek membership with ARMTA (Alberta Registered Music Teacher's Association) as the cost of membership includes \$5,000,000 liability insurance coverage. Visit <https://armta.ca/become-a-member>.

Administrative/Janitorial Fees

All rentals will be subject to a 15% Administrative/Janitorial Fee. This will be added to the subtotal of the event, not including any insurance costs.

Additional Services/Fees

1. Photocopying / Faxing
 - a. Black & White: \$0.10/page
 - b. Colour: \$0.15/page
2. LCD Projector (portable): \$30