



8611 (Main) & 8585 (Annex)  
Armstrong Ave  
Burnaby, BC  
V3N 2H4 - Canada

## Burnaby Alliance Church Wedding Facility Rental Application Form

(604) 524-3336  
[info@bacfamily.org](mailto:info@bacfamily.org)  
[www.bacfamily.org](http://www.bacfamily.org)

*So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate. - Matthew 19:6, NIV*

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### Part 1 – Personal Information

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

	Groom	Bride
Last Name		
First Name		
Chinese Name (if applicable)		
Address		
Phone No.		
Email Address		
Christian	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Denomination		
Member of BAC	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Part 2 - Wedding Information

Wedding Date: \_\_\_\_\_

Ceremony Time: From \_\_\_\_\_ to \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Rehearsal Time: From \_\_\_\_\_ to \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_

Pre-marital Counseling conducted by: \_\_\_\_\_

Counseling Date: \_\_\_\_\_

Wedding Manager/Person in Charge: Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Reception ☐ Yes, Time: From \_\_\_\_\_ to \_\_\_\_\_ ☐ No

*I have read and agree to abide by the guidelines and policies as set above:*

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Part 3 - Rental Fee**

Venue and Service					
Main Building			Annex		
Area	Rates		Area	Rates	
	4 hours	8 hours		4 hours	8 hours
<input type="checkbox"/> Sanctuary	\$340	\$476	<input type="checkbox"/> Sanctuary (chairs & stage included; additional charge for AV personnel)	\$285	\$400
<input type="checkbox"/> Multi-Purpose Room (MPR)	\$185	\$260	<input type="checkbox"/> Kitchen (Use of china plates and silverware: \$1.50 per person)	\$100	\$140
<input type="checkbox"/> Kitchen	\$100	\$140	<input type="checkbox"/> Room 109	\$100	\$140
<input type="checkbox"/> Classroom: _____	\$60	\$85	<input type="checkbox"/> Room 205A	\$120	\$168
<input type="checkbox"/> Choir Room <input type="checkbox"/> Fireside Room	\$60	\$85	<input type="checkbox"/> Room 205B		
<input type="checkbox"/> Old Basement Open Area <input type="checkbox"/> New Basement Open Area	\$100 each side	\$140 each side	<input type="checkbox"/> 2/F Lounge (with TV)	\$80	\$112
<b>Equipment:</b> <input type="checkbox"/> Basic Sound <input type="checkbox"/> Special Sound <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Piano <input type="checkbox"/> Others: _____ <b>Personnel:</b> <input type="checkbox"/> AV Technician <input type="checkbox"/> Others: _____					
Additional Charges include: <input checked="" type="checkbox"/> <b>Clean-up fee: \$60–\$150</b> (quoted by office) <input checked="" type="checkbox"/> <b>Damage deposit: \$200</b> (refundable after the event with no damage) <input checked="" type="checkbox"/> <b>AV Technician Fee (for events requiring audio or electronic equipment): \$35 per hour</b> (min. 2 hours per occurrence; ONLY authorized personnel from BAC can operate the AV system) <input checked="" type="checkbox"/> <b>Open &amp; Close Fee: \$75</b> for each pair of occurrences when the building is closed. <input checked="" type="checkbox"/> <b>Liability Insurance (\$3 million)</b> You must provide insurance naming the Burnaby Alliance Church as insured location (8611 or 8585) to cover the entire duration of any event before booking can be confirmed.					
<b>★★★★ FEES MUST BE PAID IN FULL BEFORE ACCESS TO THE CHURCH IS GRANTED. ★★★★★</b>					
Notes: ♦ A 3-hour rehearsal session (including decoration time) is included with the rental.					

*I have read and agree to abide by the guidelines and policies as set above:*

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part 4 - Terms & Conditions for Rental**

**All activities of all users of the facility of Burnaby Alliance Church shall not conflict with the Statement of Faith of Burnaby Alliance Church.**

1. All bookings and arrangements must be made through the church office at least **three weeks** prior to the event. All fees are paid.
2. Smoking and alcoholic beverages are not permitted on Church premises. Beverages or food are not permitted in the Sanctuary of Main Building. Adhesive tapes or nails may not be used on walls. Removal of Church equipment (e.g. tables, chairs, projector, etc.) from Church premises is prohibited. Decorations such as streamers, ornaments and flowers are to be properly disposed of at the end of the event.
3. Only authorized person(s) is allowed to be audio/video technician to operate the church AV system.
4. No admission fee is allowed to be charged to guests, unless authorized by the church prior to the rental application (fund raising dinner, seminary tuition, etc.)
5. Walls in the sanctuary are not to be decorated to prevent paint and/or wallpaper from peeling off. Methods of decorations such as the type of masking tape, pins etc. in other areas of the church must be approved by the church office.
6. Pews in the sanctuary are not to be removed under any circumstance. The podium and the communion table may be moved with care. Please restore their original positions right after the wedding ceremony.
7. The communion table in the front of the sanctuary must be covered with a tablecloth to prevent scratching or other damages.
8. No Styrofoam cups, nor plates are to be used in the Church. (Charge will be applied to damage deposit if found in garbage)
9. Please clean up kitchen after use, tie up garbage bags.
10. The use of the Church facility for a wedding will be permitted on a mutually acceptable date where a wedding adheres to the definition of marriage as being between a man and a woman. All officiating ministers of marriage commissioners shall be someone approved by senior pastor or lead pastor of Burnaby Alliance Church.
11. Using only the facilities outlined on rental agreement, and for the agreed upon function only.
12. Burnaby Alliance Church takes no responsibility for cancelling a booking due to emergencies such as fire, flood, or damage to the facility which renders it unusable.
13. **Lost keys charges:**  
Entrance door: \$500, AV room in sanctuary: \$100, Classroom / choir room: \$30, FOB: \$40.
14. Rental agreement (contract) has to be signed by both parties and received by church office 3 weeks prior to event date.
15. All rental users will need to provide a copy of Certificate of Insurance naming Burnaby Alliance Church, 8611 or 8585 Armstrong Ave. Burnaby BC V2N 3H4. as location of insurance for liability, with a minimum of \$3,000,000.

**Applicant agrees to assume all responsibilities for damages, loss, or other liabilities arising from the use of the Church facilities. The Applicant will hold the Church harmless from claims arising out of the use of the Burnaby Alliance Church for the function being sponsored, on the specified date or dates. Renter also agrees to abide to all of the above conditions.**

**Signature of Groom:**

**Signature of Bride:**

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**Date:**

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**PART 5 - OFFICE USE ONLY**

Approved by: \_\_\_\_\_ (Name of Pastor) \_\_\_\_\_ (Signature of Pastor) on \_\_\_\_\_ (Date)

**Rental Fee**

Basic Rates	_____
Clean-up Fee	_____
AV Technician Fee	_____
Open & Close Fee	_____
TOTAL	_____

**Checklist**

Confirmation	<input type="checkbox"/> Sent Date: _____
Payment of Rental Fee	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Date Received: _____
Damage Deposit	<input type="checkbox"/> Separate Cheque Received Date: _____ <input type="checkbox"/> Refunded, Date: _____ Reason for damage deposit charge: _____
Certificate of Insurance for liability insurance naming Burnaby Alliance Church as location attached	<input type="checkbox"/> Yes, Date: _____
Notifications (if applicable)	<input type="checkbox"/> Janitor <input type="checkbox"/> Caretaker (open/close): _____ <input type="checkbox"/> Caretaker (HVAC time set): _____ <input type="checkbox"/> Technician: _____ <input type="checkbox"/> Minister: _____