



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

Burnaby Alliance Church Facility Rentals Application Form

(604) 524-3336
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www.bacfamily.org

M D Y

Part 1 - Rental Information

Date of Application: ____/____/____

Event Name: _____

Start & End Date(s): _____

Organization: _____

Contact person: _____

Address: _____

Email Address: _____

Phone: _____

Part 2 - Event Information

Start & End Time(s): (including setup & takedown)	
Event's Start & End time:	
Estimated No. of participants:	
Tables/chair needed? (setup & takedown are the responsibility of the user group)	<input type="checkbox"/> Yes, qty: _____ tables, _____ chairs <input type="checkbox"/> No
Serving food and/or beverages?	<input type="checkbox"/> Yes, details: _____ # of food tables: _____ <input type="checkbox"/> No
AV System (incl. sound system, microphones, technician)	<input type="checkbox"/> Yes, Screen and projector: Y ____ N ____ Side TVs Y ____ N ____ # of mics: _____ Podium: Y ____ N ____ <input type="checkbox"/> No

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

Initials: _____ **Date:** _____

Part 3 - Rental Fee

Available Church Areas for Booking							
Main Building			Annex				
Area	Rates		Area	Rates			
	4 hours	8 hours		1 hour	4 hours	6 hours	8 hours
<input type="checkbox"/> Sanctuary	\$340	\$476	<input type="checkbox"/> Sanctuary for Sports	\$50	\$180	\$240	\$300
<input type="checkbox"/> MPR	\$185	\$260	<input type="checkbox"/> Sanctuary for Events (Chairs and stage included; additional charge for AV personnel)		\$285		\$400
<input type="checkbox"/> Kitchen	\$100	\$140	<input type="checkbox"/> Kitchen (Use of china plates and silverware: \$1.50 per person)		\$100		\$140
<input type="checkbox"/> Classroom:	\$60	\$85	<input type="checkbox"/> Room 109		\$100		\$140
<input type="checkbox"/> Choir Room	\$60	\$85	<input type="checkbox"/> Room 205A		\$120		\$168
<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
Additional Charges include: <input checked="" type="checkbox"/> Clean-up fee \$60–\$150 (quoted by office) <input checked="" type="checkbox"/> Damage deposit \$200 (refundable after the event with no damage) <input type="checkbox"/> AV Technician Fee (for events requiring audio or electronic equipment) \$35 per hour (min. 2 hours per occurrence; ONLY authorized personnel from BAC can operate the AV system) <input type="checkbox"/> Open & Close Fee \$75 for each pair of occurrences when the building is closed. <input checked="" type="checkbox"/> Liability Insurance (\$3 million) Org/group must provide insurance naming the Burnaby Alliance Church as insured location to cover the entire duration of any event before booking can be confirmed.							
★★★★ FEES MUST BE PAID IN FULL BEFORE ACCESS TO THE CHURCH IS GRANTED. ★★★★★							
♦ For C&MA Organization, NO rental fee is required. ♦ Rates for over 8 hours will be set by the office. ♦ For <i>wedding bookings</i> , please complete a <i>Wedding Application Form</i> ; 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, 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. Using only the facilities outlined on rental agreement, and for the agreed upon function only.
11. Each renter is responsible for the behaviour of their guests and participants. Children must not be left unattended and should always be under the supervision of a responsible adult.
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. The use of candles, confetti, bubbles, and glitter requires prior approval from the church office.
14. **Lost keys charges:**
Entrance door: \$500, AV room in sanctuary: \$100, Classroom / choir room: \$30. FOB key \$40.
15. Rental agreement (contract) has to be signed by both parties and received by church office 3 weeks prior to event date.
16. 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: _____

Date: _____

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: _____
Liability Insurance or Certificate of Insurance naming Burnaby Alliance Church (8611 / 8585 Armstrong Ave.) as insured 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: _____