

ST. GEORGE'S CATHEDRAL**270 KING ST. E. AT JOHNSON ST.**

Mailing address: P.O. Box 475, Kingston, ON K7L 4W5

Telephone: 613-548-4617 Fax: 613-548-7466

E-mail: office@stgeorgescathedral.caWebsite: www.stgeorgescathedral.ca

Facilities Rental Policies and Fees 2024

1. Organizations, groups and individuals requesting use of St. George's facilities, including the Church, the Great Hall, the Library, and meeting space in the Cottage, should direct inquiries to:

Office Administrator, tel. 613-548-4617, email office@stgeorgescathedral.ca

2. The following rates apply for 2024:

Facilities:

Meeting rooms (Library, Cottage) (½ day)	\$ 100.00
Great Hall without Kitchen (per day).....	\$ 300.00
Great Hall with Kitchen * (per day, or part thereof).....	\$ 400.00
Church (per day, or part thereof).....	\$ 500.00

Custodial:

Base rate of \$25 per hour, with a \$100 minimum

3. St. George's Cathedral group activities and programs are exempt from rental fees. Custodial charges may be assessed as appropriate.
4. All arrangements for custodial services and payments to custodians must be made through the Church Office.
5. Additional fees may apply for the use of the Cathedral pianos and organ.
6. Meetings or events of less than three hours in total, including set-up and tear-down, may be subject to half the daily rate.
7. Applications must be accompanied by a cheque for the rental and custodian fee. The cheque will be returned if the request is not approved, and refunded if the event is cancelled prior to any set-up.
8. Waiver or adjustment of any of these fees must be approved by the Cathedral Executive.
9. Non Cathedral Groups are to provide a copy of their Insurance Coverage prior to the planned event.
10. *Smoking and gambling are prohibited in any area.* For events at which alcohol will be served, a copy of the LCBO Special Occasion Permit must be provided to the church office at least 24 hours prior to the event.* Supply own equipment, food, drinks etc. No use of dishes or dishwasher.

Terms and Conditions

1. All requests for bookings for concerts, rehearsals and receptions should be made through Christina Lord, Cathedral Administrator (613-548-4617 office@stgeorgescathedral.ca) for approval by the Dean.
2. Custodial assistance will be determined and arranged by the Office Administrator. The \$100 minimum charge is recognized as the default charge. Extra charges over and above the \$100 minimum may apply in "non-default" circumstances. Examples of "non-default" circumstances are a long event, an intricate set-up, or custodial attendance at rehearsals.
3. The client will provide volunteers for set-up and tear-down for concerts and rehearsals, and will vacate the premises promptly.
4. Space rental charges are due on or before the day of the event, payable either by cash or cheque. If paid in cash, this should be given to the Office Administrator.
5. Custodial charges are payable in cash on or before the day of the event. Cash should be given to the Office Administrator.
6. The Cathedral will provide advertising and publicity support in the Cathedral and Diocesan contexts, in return for reciprocal advertising/publicity support of Cathedral events by the client in concert programs or as discussed.

ST. GEORGE'S CATHEDRAL**270 KING ST. E. AT JOHNSON ST.**

Mailing address: P.O. Box 475, Kingston, ON K7L 4W5

Telephone: 613-548-4617 Fax: 613-548-7466

E-mail: office@stgeorgescathedral.caWebsite: www.StGeorgesCathedral.ca**Facilities Rental Request**

NOTE: Please read the attached Facilities Rental Policies and Fees before completing this application, and expand information on a separate attachment if needed.

Name of organization:.....

Name of Authorized Contact Person:.....

Telephone Number: Fax Number:.....

E-mail:

Website address:

Event or Function planned:

Date(s):.....

Times (from beginning or access to lock-up):.....

Facility Requested (Church/Great Hall/Other):.....Will food be served? ☐ yes ☐ no Will alcohol be served? ☐ yes ☐ no

Set-up requirements (stage, chairs etc.):

Audio-visual requirements:

St. George's Musical Instruments to be used (piano(s), organ, other):.....

Anticipated attendance:

Admission or Ticket Price (if any):.....

Charitable registration number (if applicable):.....

Cheque in the amount of \$.....attached.

Custodial Charge: \$ attached.

Received copy of Liability Insurance prior to event:yesno

Signature of Authorized Contact Person:.....