



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

Burnaby Alliance Church Wedding Facility Rental Application Form

(604) 524-3336
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So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate. - Matthew 19:6, NIV

M D Y

Part 1 – Personal Information

Date of Application: ____/____/____

	Groom	Bride
Last Name		
First Name		
Chinese Name (if applicable)		
Address		
Phone No.		
Email Address		
Christian	☐ Yes ☐ No	☐ Yes ☐ No
Denomination		
Member of BAC	☐ Yes ☐ No	☐ Yes ☐ 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 _____ No _____

Part 3 - Rental Fee

Venue and Service					
Main Building			Annex		
Area	Rates		Area	Rates	
	4 hours	Extra per hour		4 hours	Extra per hour
☐ Sanctuary	\$340	\$60	☐ Sanctuary (chairs & stage included; additional charge for AV personnel)	\$285	\$45
☐ Multi-Purpose Room (MPR)	\$185	\$40	☐ Kitchen (Use of china plates and silverware: \$1.50 per person)	\$100	\$20
☐ Kitchen	\$100	\$20	☐ Room 109	\$100	\$10
☐ Classroom: _____	\$60	\$10	☐ Room 205A	\$120	\$15
☐ Choir Room ☐ Fireside Room	\$60	\$10	☐ Room 205B		
☐ Old Basement Open Area ☐ New Basement Open Area	\$100 each side	\$15 each side	☐ 2/F Lounge (with TV)	\$80	\$10
Equipment: ☐ Basic Sound ☐ Special Sound ☐ Projector & Screen ☐ Piano ☐ Others: _____ Personnel: ☐ AV Technician ☐ Others: _____					
Additional Charges include: ☒ Clean-up fee: \$60–\$150 (quoted by office) ☒ Damage deposit: \$200 (refundable after the event with no damage) ☒ AV Technician Fee (for events requiring audio or electronic equipment): \$37.50 per person per hour (min. 2 hours per occurrence; ONLY authorized personnel from BAC can operate the AV system) ☒ Open & Close Fee: \$70 for each pair of occurrences when the building is closed. ☒ Liability Insurance (\$3 million) 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.					
★★★★ FEES MUST BE PAID IN FULL BEFORE ACCESS TO THE CHURCH IS GRANTED. ★★★★★					
Notes: ☒ A 3-hour rehearsal session (including decoration time) is included with the rental.					

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:

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