

Fort Garry Mennonite Brethren Church

Facility Rental Application

Rental Group Name: _____

Contact Person: _____

Address: _____

Street _____ Postal Code _____

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Purpose & Nature of Rental: _____

Anticipated attendance: _____

Date(s) of Rental (including set up/rehearsal dates):

Date: _____ Time from: _____ to _____

Date: _____ Time from: _____ to _____

Facility Rental – check all areas required

- Sanctuary _____
- Loft _____
- Gym _____
- Heritage Room _____
- West Foyer _____
- Kitchen in west wing _____
- Large Classroom _____
- Room 107 _____
- Room 108 (Riser Room) _____
- Room 112 _____
- Room 120 _____
- Open Space (lower-level) _____
- Kitchen/Multi-purpose room _____

Equipment Rental

- Tablecloths # _____
- Projection or DVD _____
- Small Classroom _____
- Room 103 _____
- Room 106 _____
- Room 116 _____
- Room 117 _____

Personnel Required

- VPU Operator _____ Number of Hours _____
- Sound Operator _____ Number of Hours _____

Catering Service Information – Fort Garry’s kitchen can be used as a warming kitchen only

Name of Catering Service or Person providing catering: _____

Phone Number: _____ Fax or Email: _____

Applicant’s Signature/Verification

I have read and agree to abide by all policies and procedures for rental of the facilities & equipment as outlined.

Applicant _____
Signature Date

Church Rep. _____
Signature Date

Rental Costs:

Sanctuary	Wedding (3 hours) & Rehearsal (3 hours) - \$450 (includes sound person & custodial fees) \$25/additional hr. \$100 – VPU person (if required) Single Event - \$250 (extra cost for Sound/VPU person)
Gym (sports events) (commercial events)	\$75 for first 2 hours - \$50/additional hour (Max. \$400) \$650 for full-use day
Heritage Room	\$75 for first 2 hrs. - \$25/additional hr. (Max. \$150)
West Foyer	\$75 for first 2 hrs. - \$50/additional hr. (Max. \$250)
Kitchen in w. wing	\$50
West wing rental (Heritage room, gym, kitchen, foyer)	\$225.00 (4 hours) \$350.00 (8 hours)
Large Classrooms (lower level)	\$50
Small Classrooms (lower level)	\$25
Kitchen/Multi-purpose Room (lower level)	\$75 for first 2 hrs. - \$25/additional hr. (Max. \$150)
Large open area in lower level	\$75 for first 2 hrs. - \$25/additional hr. (Max. \$150)
Equipment:	
- TV/DVD	\$10

For all areas, the church building should be vacated & locked by **10 p.m.**
An extra fee of \$25/hr. will be charged for any **approved** extension.

Funerals: Facility is free: Charge for food, sound (\$125), vpu (\$100), photocopying

For Office Use Only

All rentals must submit a form and deposit prior to confirmation of booking.

Date Application Received: _____

Estimated Rental Costs
Facility \$ _____

Equipment \$ _____

Less \$100 Deposit \$ _____

Balance Owing \$ _____

Invoice# _____

Paid \$ _____

Date: _____ Receipt# _____

You will receive an invoice via email within 3-days of receiving your application. Receipts will also be emailed after payment(s) have been made. Please let the office know if you have not received this information.

Balance is due at time of event or can be mailed earlier.

Cheques can be made out to: Fort Garry MB Church