

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 _____

EQUIPMENT RENTAL

- TV/DVD Player

FACILITY RENTAL – check all areas required

- Sanctuary
- Loft
- Gym
- Heritage Room
- West Foyer
- Kitchen in west wing

Large Classroom

- Room 107 (Riser Room)
- Room 108
- Room 112
- Room 120

Small Classroom

- Room 103
- Room 106
- Room 116
- Room 117

Basement:

- Open Space (lower-level)
- Kitchen/Multi-purpose room
- Room 101 (Noah's Ark)

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

ALL RENTALS MUST SUBMIT A FORM AND DEPOSIT PRIOR TO CONFIRMATION OF BOOKING.
Rental booking must include set-up time. (decorating, preparation, etc.)

Application and deposit to be returned to: Fort Garry Mennonite Brethren Church, 1771 Pembina Highway,
 Winnipeg, MB R3T 2G6 Phone: 204-269-5940 Fax: 204-261-9909 Email: info@fgmb.ca

For Office Use Only

Rental Costs:

- VPU \$100
- Sound Person \$125

Sanctuary

- Wedding 3 hours & Rehearsal-3 hours: \$450
(includes sound person & custodial fees) \$25/additional hrs
- Single Event 3 hours: \$250*

Gym

- Sports events \$75 for first 2 hours - \$50/additional hour (Max. \$400) (2-20 people)
- Large events \$125 for first 2 hours - \$50/additional hour (Max. \$500) (20+ people)
- Commercial events \$650 for full-use day (8 hours)

West Wing

- 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 West wing \$50
- Entire West wing rental \$225.00 (4 hours) or \$350.00 (8 hours)
(ie. Family gathering/celebration)

Lower Level:

- Large Classrooms \$50 for the first 4 hours - \$10/additional hour (Max. \$125)
- Small Classrooms \$25 for the first 4 hours - \$10/additional hour (Max. \$100)
- Kitchen/Multi-purpose Room \$75 for first 2 hours - \$25/additional hr. (Max. \$150)
- Large open area in lower level \$75 for first 2 hours - \$25/additional hr. (Max. \$150)

Equipment:

- TV/DVD \$10

Funerals:

No rental charge.*

*Note: Invoiced for Food, Sound (\$125), VPU (\$100), Photocopying (ask for pricing)

**EXTRA COSTS FOR SOUND AND VPU

FOR ALL AREAS, THE CHURCH BUILDING SHOULD BE VACATED & LOCKED BY **10 P.M.**

An extra fee of \$25/hour will be charged for any **pre-approved** extension.

Costs are based on a per day basis.

For Office Use Only

Date Application Received: _____

Estimated Rental Costs _____

Less \$100 Deposit _____ Receipt# _____

Balance Owing: _____ Invoice# _____

Date Paid: _____ Receipt# _____

You will receive an invoice via email within 3-7 days of receiving your application. Receipts will also be emailed 3-7 days 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

