

Church Facilities Booking Request

201 East 23rd Street, North Vancouver, BC V7L 3E4 (604) 984-6422 / fax: (604) 984-6427 / info@nsac.bc.ca

Please complete this form and return it to the church office. We will contact you to confirm your booking and any details. Application Date Ministry/Group _____ Contact Name Phone Email Person Responsible During Event (if different than applicant) **Event Information:** Date(s) Requested _____ Time In____ Time Out____ Description of Activity_____ Anticipated Attendance Key Holder Responsible **Please Indicate Your Requirements** Rooms: **Equipment:** ____ Sanctuary **Upstairs**: ____ Coffee Machines, Warmers, etc.* ____ Foyer ____ Sanctuary Sound Board* Nursery Microphones #_____ Corner Meeting Room Monitors #_____ Lower Auditorium White Room (lower level meeting room) Piano Keyboard St. Georges Room Drum Set Kitchen Pantry (cutlery stored here) ___ Bass ____ Sanctuary Projector & Video Booth Computer* Other Rooms (specify): ____ Foyer TV ____ Corner Meeting Room TV ____ Corner Meeting Room DVD Player Tables & Chairs: #_____ 48" Round (27 available) ____ 60" Round (5 available) Downstairs: Rectangular (7 available) ____ Lower Auditorium Sound Board* ____ Lower Auditorium Projector* # Chairs (200 available) Lower Auditorium DVD Player *Supply your own table cloths White Room TV White Room DVD Player *Coffee: There is a service charge of \$40 per 50 people served (min). Cream & paper cups included. *NOTE: Use of sound and/or projection equipment requires a technician trained on our system. Sound Technician Video Technician I have read the conditions and regulations on the reverse side, and agree to conform thereto, and to be bound thereby: Signature of Applicant Office Use Only Date _____ Date Fee Rec'd _____ Accepted / Declined Per _____ Per ____

The issue of this permit is entirely within the discretion of the Church Board and Staff. The Church reserves the right to cancel the same without notice upon breach of any of the conditions or regulations, or should the Board be of the opinion that the premises are not to be, or are not being used for the purpose contained in the application.

Regulations

- 1. By signing this application the applicant agrees to accept all responsibility for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
- 2. The applicant shall be responsible for the conduct and supervision of all persons admitted to the church building and grounds and shall see that all regulations contained in this permit are strictly observed.
- 3. The exits must be kept free from obstruction in case of fire.
- 4. The applicant must pay all damage arising from use of church property / equipment.
- 5. Smoking or alcoholic beverages in any part of the building are strictly forbidden.
- 6. Games of chance, lottery or gambling in any form are strictly forbidden.
- 7. No utterance of an obscene or disloyal nature will be permitted.
- 8. The throwing of confetti or rice within the church building, or on the church property, is prohibited. Failure to adhere to this regulation may result in additional cleaning fees.
- 9. The applicant is responsible to return all furniture, equipment and instruments that they moved to their proper place. Failure to adhere to this regulation may result in additional fees.
- 10. It shall be the responsibility of the applicant to see that all persons admitted to the function, including set-up and rehearsals, have vacated the church building and grounds promptly on the time specified on the permit as approved.

Ministry and Christian Not-for-Profit Facility Rental Fee Schedule

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Church Rental Fees	Unit Price* (Up to 4 hrs)**	Cost
Sanctuary	\$ 100.00	
Foyer and Coffee Bar	\$ 50.00	
Lower Auditorium	\$ 75.00	
Kitchen - plating only (no equipment use)	\$ 50.00	
Kitchen - full use, including equipment	\$ 100.00	
Upper Meeting Room	\$ 75.00	
White Room (lower level meeting room)	\$ 50.00	
Other meeting rooms	\$ 25.00	
Coffee Service - per 50 served (minimum) includes coffee, tea, sugar and paper cups (must supply own dairy)	\$ 40.00	
Cleaning Fees	Unit Price	Cost
Sanctuary	\$ 130.00	
Kitchen - equipment use	\$ 30.00	
Events serving food in meeting rooms or foyer	\$ 50.00	
Total Payable to NSAC		
Payment	Method: Che	eque 🗌 Credit
Damage Deposit		
Services - (separate cheques payable to	individuals)	
Sound/Video Technician - \$200.00 minimum for up to 2 hours, \$100.00 per each additional hour	\$ 200.00	
Honourarium for Pastor (suggested)	\$ 250.00	
Event Total		

The Damage Deposit, if required, is due upon confirmation of booking. Full payment is due within 2 weeks of booking. Cheques for Damage Deposit and/or Church Rental and Cleaning Fees are payable to *North Shore Alliance Church*.

 $^{^{\}star}$ In cases of financial hardship a cost exemption is at the discretion of any pastor on the NSAC Senior Leadership Team.

^{**} Additional use over 4 hours will be pro-rated.