



NAME OF EVENT: _____

Organization: _____

Contact Person/Event Producer: _____

Mailing Address: _____

Producer phone: _____ email _____

St Paul's event "host": _____

Single Day Event:

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Cleanup end: _____

Multiple Day Event:

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Cleanup end: _____

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Cleanup end: _____

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Cleanup end: _____

Date: _____ Setup Time: _____ Start Time: _____ End Time: _____ Cleanup end: _____

Primary Event Space:

- \$625 Non profit Great Hall concert/performance (6 hrs) - includes use of Atrium and Green Room and event custodian for building access, security and custodial
- \$1,000 For profit Great Hall concert/performance (6 hrs) - includes use of Atrium and Green Room and event custodian for building access, security and custodial
- \$350 Great Hall event (3 hrs) - includes use of Atrium and Green Room and event custodian for building access, security and custodial
- \$55 Great Hall, rehearsal (2 hrs) – no audience, does not include event custodian

Additional rooms: (note that 1 of the Parlour, Way Inn and Memorial Hall can be booked with a Sanctuary booking for no extra charge)

- \$50 Parlour (for warmup, dressing room, etc)
- \$50 Way Inn (for dressing room, etc)
- \$50 Memorial Hall (for intermission or pre-post receptions)
- \$ _____ Other rooms required _____



ROOM USAGE FEES

Note: A cancellation fee of 50% of the agreed amount will be due if agreement cancelled with less than 15 days' notice.

Additional services/support costs:

- _____ Stage and audience chair set-up/reset assistance - based on specific requirements
- _____ Audio/visual equipment use and support –based on specific requirements (eg. microphones etc.)
- _____ Piano tuning or organ use –based on specific requirements
- _____ Catering support –based on specific requirements
- _____ Liquor License –based on specific requirements
- Additional backstage rooms (e.g. dressing rooms, intermission/reception rooms, etc)
- Other _____

Great Hall Technical Fees

- o Piano - Rental Price: \$80
- o Piano - Tuning Fee: \$250
- o Projectors - Full-Day Usage Rate: \$100
- o Projectors - Half-Day Usage Rate: \$65
- o Streaming - Full-Day Usage Rate: \$100
- o Streaming - Half-Day Usage Rate: \$65
- o Sound System - Flat Rate: \$50 includes PA & one microphone. Additional microphones at \$5/microphone.
- o Operator Rate: - Varied. \$40-\$45/hr with a minimum call time.
- o Microphone usage - \$5 (wireless, headset, podium, etc).

Insurance: Proof of a minimum of \$2 million liability insurance (or a signed Waiver) must be filed with the Church Office prior to usage.

Insurance Company: _____ **Policy #** _____

I acknowledge that I have read and will comply with the Guidelines for Facility Use attached. I hereby certify that, for the protection of all parties, we have an approval process in place to screen all of the people working with children and youth for the above dates.

Date _____ **Signature** _____