

RENTAL REQUEST FORM

NAME			
ADDRESS			
PHONE			
EMAIL			
DATES			
NUMBER OF ATTENDEES			
WEDDING REHERSAL # of guests			
<i>ESTIMATE LENGTH IN HOURS</i>			
FUNERAL VISITATION # of guests			
<i>ESTIMATE LENGTH IN HOURS</i>			
ACTUAL EVENT # of guests			
REQUEST LIST			
<i># OF HOURS REQUIRED FOR EACH</i>		<i># OF HOURS</i>	
SANCTUARY			
A/V EQUIPMENT			
LIVESTREAMING			
FOYER			
MULTI PURPOSE ROOM <i>WITH LINEN COVERED CHAIRS</i>			
CAFE			
BOARD/PRAYER ROOM <i>(with fire place) for family to gather prior to the funeral no charge; for all other purposes</i>			
FOOD SERVICES <i>to be quoted based on number of people to be accommodated and menu selection. (Menu selections can be provided upon request)</i>			
KITCHEN <i>if food is to be catered in by user or their own caterer</i>			
SMALL ROOM <i>charge per room to be used</i>			
COFFEE AND REFRESHMENTS <i>per person flat fee if required:</i>		YES / NO	
<p>Please refer to the following pages for details about the facilities. Scan QR code to get link to Rental Request Form</p>			



SANCTUARY for the actual for weddings, concerts, religious functions or funerals \$ **100**

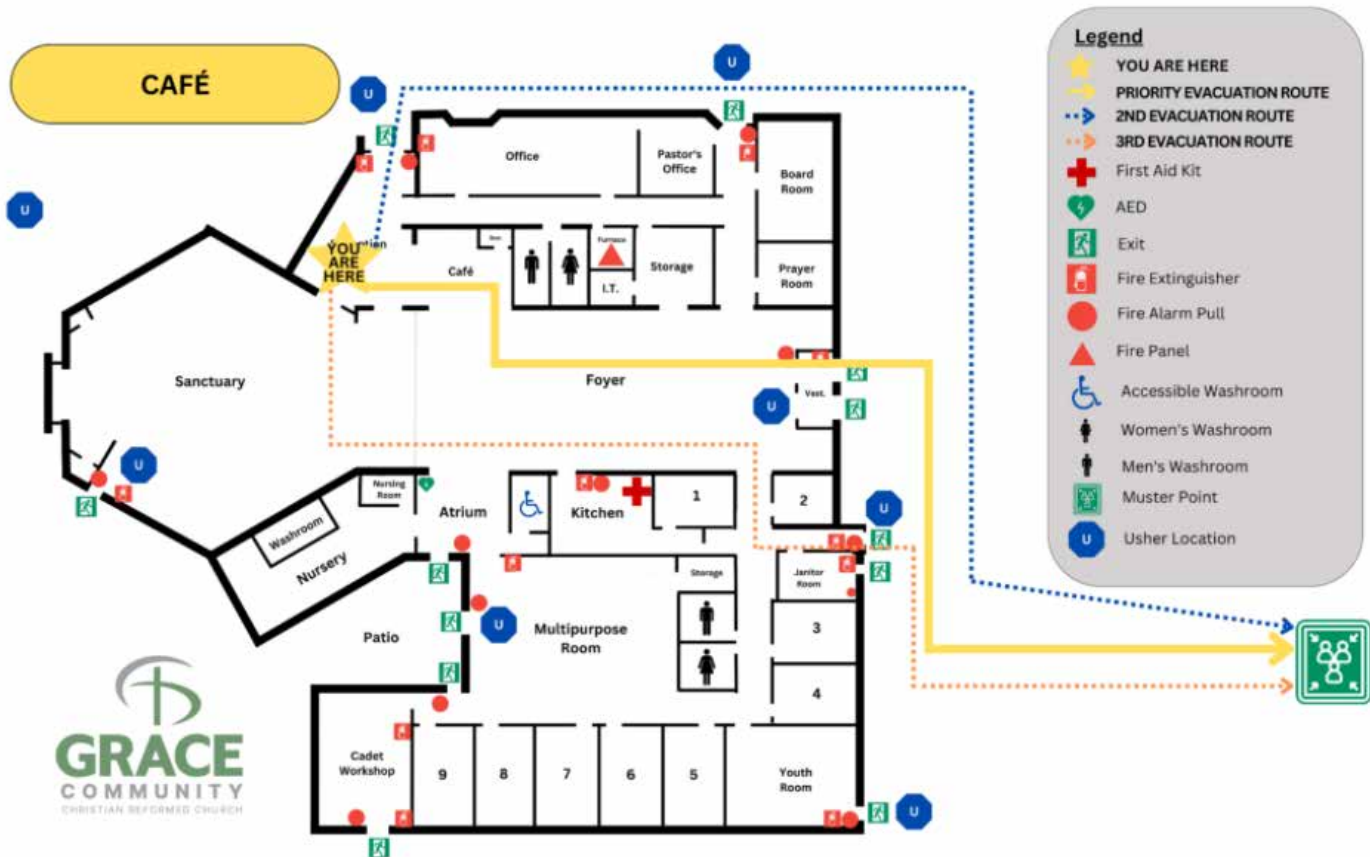
A/V SERVICES Sound and overhead projection Livestreaming \$ **150**
\$ **75**

TIME EXPECTATION Under normal circumstances the event functions will require about two hours in total to complete. This covers both the actual service as well as the preparation and post service activities that must be performed. All participants in the use of the sanctuary are expected to leave the building within the two-hour period, unless other areas of the facilities have also been rented.

Prices stated in this document are for the first hour of use. If facilities are needed for a longer time, submit the request form and we will send a formal quotation.



EMERGENCY EVACUATION ROUTES



FOYER

FOYER Foyer use for weddings, funeral visitations or other events

\$ **100**

EXPECTATIONS When renting the Foyer, we expect that the renters will ensure that the furniture is used as intended and treated with respect.

TIME EXPECTATION Under normal circumstances, functions using the Foyer require about three hours in total to complete. All participants in the use of the Foyer are expected to leave the building within the period indicated in the contract, unless other areas of the facilities have also been rented.

RENTAL REQUEST FORM

MULTIPURPOSE ROOM

\$ **200**

CAPACITY Multipurpose room seats 100 with chairs only and 72 with tables and chairs. When round tables are used, they will be covered with table cloths.

TIME EXPECTATION Under normal circumstances, events using the multipurpose room will require about three hours in total to complete. This covers the setup, the actual event as well as the post event cleanup.

All participants using the multipurpose room are expected to leave the building within the three-hour period, unless other areas of the facilities have also been rented.



MULTIPURPOSE ROOM



CAFE

CAFE

\$ **75**

FOOD SERVICES Food service for any purpose to be quoted based on number of people to be accommodated and menu selection. (Menu selections can be provided upon request)

REFRESHMENTS Coffee and refreshments per person

\$ **5 P.P.**

TIME EXPECTATION Under normal circumstances the Café is require for about two hours in total. This covers both the actual event as well as the preparation and post event activities that must be performed.

All participants using the Café are expected to leave the building within the two-hour period, unless other areas of the facilities have also been rented.

If you are looking for a place to worship, we invite you to join us. we are a Spirit-filled community that is made up of all ages and many ethnic backgrounds. We welcome you to meet with us; you do not need to be a "member" of our church to worship with us or to participate in our programs.

RENTAL REQUEST FORM



BOARD/PRAYER ROOM

BOARD / PRAYER ROOM

Use of board room/ prayer room (with fire place) for family to gather prior to the funeral

FREE

For all other events

\$ **150**

TIME EXPECTATION Under normal circumstances the use of the board room will require about three hours in total.

All participants using the board room are expected to leave the building within the three-hour period.



KITCHEN

KITCHEN Use of kitchen if food is to be catered in by user or their own caterer

\$ **75**

TIME EXPECTATION Under normal circumstances the using the Kitchen will require about three hours in total. This covers the preparation, the event service and post event cleanup.

All participants using the kitchen are expected to leave the building within the three-hour period.



CLASSROOMS

CLASSROOMS Classrooms are charged on a per room used basis.

\$ **60**

TIME EXPECTATION Under normal circumstances, using one of the rooms will require about three hours in total. This covers the setup, the event and post event cleanup.

All participants in the use of kitchen are expected to leave the building within the three-hour period.