

EVANGELICAL CHINESE BIBLE CHURCH

5110 Marine Drive, Burnaby, BC, Canada V5J 3G6
Tel: (604) 438-3222 / Fax: (604) 438-6222

FACILITIES RENTAL AGREEMENT

Function Date: _____ Time: Fr _____ to _____

Organization: _____ Tel: _____ Fax: _____

Address: _____ Postal Code: _____

Description of Function: _____

No. of people expected: _____

Contact Person: (1) _____ Tel:(Home) _____ (Work) _____ (Cell) _____

(2) _____ Tel:(Home) _____ (Work) _____ (Cell) _____

EVENT LOCATION REQUIRED:

(Should the number of guests attending the function differ greatly from the original numbers quoted, we reserve the right to provide an alternate function room best suited to the group's size)

LOCATION

RENTAL RATE (per 4-hour block)

CHURCH SANCTUARY (seating capacity 1,200 people)

a) Up to 4 hours terminating before 10:30p.m. \$ 800 \$ _____

(Church gate closes at 11:00p.m.)

Limited service*

After 10:30p.m. add per half – hour \$ 80 \$ _____

b) Rehearsal (without audience) 3 hour period \$ 300 \$ _____

Before 10:30 p.m.

After 10:30 p.m., add per half – hour \$ 80 \$ _____

Limited service*

CHAPEL (seating capacity 150 people)

Up to 4 hours terminating before 10:30p.m. \$ 250 \$ _____

After 10:30 p.m., add per half – hour \$ 80 \$ _____

GYM** (no sporting events) \$ 350 \$ _____

CLASSROOM** per room \$ 60 \$ _____

KITCHEN** (no cooking) \$ 60 \$ _____

SUPPORT SERVICES

a) Multi-Media services (Power point) \$ 300 \$ _____
(renter to provide ready disk)

b) Lighting services \$ 150 \$ _____

c) Video services (no recording) \$ 150 \$ _____

d) Sound services \$ 120 \$ _____

e) Traffics control \$ 150 \$ _____

* Limited Service – use of 2 microphones, house lights, grand piano, and heating/air conditioning is included. Technical personnel will be present 1 hour prior to schedule event.

** Will only be rented as a package with sanctuary

A deposit of 50% of total cost (payable at time of booking) confirms your space booking and is refundable only if cancellation notice is given 30 days prior to function. Should the event be cancelled by the applicant less than 30 days prior to the event, \$200.00 shall be non-refundable. Any outstanding costs (i.e. overtime sound) will be invoiced after function. The fees shall automatically apply in the first place against damage/loss incidents, and then against user-fees.

50% due (Date Received: _____) \$ _____
 BALANCE due on or before function date (Date Received: _____) \$ _____

RENTAL AGREEMENT REGULATIONS

(Evangelical Chinese Bible Church = ECBC)

- * For ticketed events, 20 complimentary tickets are requested as part of this agreement. A complimentary set of audio or video recording is also requested.
- * No alcohol, smoking or dancing is permitted on the church property
- * Facilities Coordinator must be consulted before affixing anything to posts or walls. Where necessary, carpets must be protected from causative agents or dripping candles etc. Any damage is your responsibility.
- * Persons renting ECBC facilities must comply with the City Fire By-laws and Regulations. These include using only fire-proofed props; not exceeding the seating capacity; and keeping exits clear.
- * Adequate supervision is essential and all persons renting ECBC are required to give this careful attention. They should carry appropriate insurance and be prepared to pay for any damage done.
- * All facilities are rented on an AS IS basis. This applies to suitability, condition and service.
- * Persons attending any function in ECBC must obey all reasonable directions of the ECBC employee in charge of the ECBC building at that time. This is an important safety precaution.
- * All persons renting ECBC facilities are required to agree to hold ECBC harmless from all and any liability resulting from bodily injury and damage to property.
- * Application subject to the final approval of the committee.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Having requested permission to use space and facilities in the Evangelical Chinese Bible Church, I agree to the conditions of this agreement and house rules and agree to assume responsibility for all damages to facilities and equipment by event participants.

Date: _____ Signature: _____

FOR OFFICE USE ONLY:

Date: _____ Signature: _____