



Grace United Church

120 Pine Street, Gananoque, Ontario K7G 1C7

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REQUEST FOR USE OF CHURCH FACILITIES

| FACILITIES REQUESTED | FEE |
|--|--|
| <ul style="list-style-type: none"> ➤ Community Hall plus kitchen to be used to serve a meal ➤ Use of Sanctuary for Concert or another event (Capacity 270) <p>***For insurance purposes, a representative of the Church must be present for the use of the Kitchen & Equipment. There must also be a person on site with a current Food Handlers Safety Certificate.</p> <p>(There is a \$100 Fee included in the price listed for custodian)</p> | <ul style="list-style-type: none"> ➤ \$400 ➤ TBD |
| <ul style="list-style-type: none"> ➤ Community Hall for classes/groups ➤ Community Hall with Tables & Chairs for class or meetings. ➤ Small meeting room (Board Room) (15ppl) ➤ Small casual meeting room (up to 15 ppl) | <ul style="list-style-type: none"> ➤ \$20 /hr ➤ \$120/day ➤ \$20/hr ➤ \$20/hr |
| <p><u>Sanctuary for Celebration of Life or Funeral Service</u> <i>(A donation to the church for the use of the facilities is appreciated.)</i></p> <ul style="list-style-type: none"> ➤ Minister/Officiant – of your choice ➤ Organist ➤ AV Service to record service for YouTube ➤ Personnel to Open/Close and/or Operate Elevator <p><i>(Note: If you are booking the service through a Funeral Home, the Funeral Director will have the list of honorariums and discuss these fees with you.)</i></p> | <ul style="list-style-type: none"> ➤ Contact Officiant ➤ Min \$200 ➤ \$100 ➤ \$100 |
| <p><u>Additional Equipment</u></p> <p><u>Coffee/tea pots</u> (must supply own coffee/tea/milk/cream etc.)</p> <p><u>TV on cart with HDMI cord</u> (DVD Player also available)</p> <p><u>Sound system: Hall</u></p> <p>Sanctuary (with music directors' permission)</p> | <ul style="list-style-type: none"> ➤ \$25/day ➤ \$25/day ➤ \$25/day ➤ TBD |

This Form must be returned to the Rental Coordinator for approval.

NAME OF ORGANIZATION/INDIVIDUAL: _____

EVENT: _____

DATE OF EVENT: _____ **TIME:** _____

REPEAT EVENT: _____

FACILITIES & EQUIPMENT BEING REQUESTED: _____

OF TABLES/CHAIRS REQUIRED: _____ **COFFEE / TEA POT REQUIRED:** _____

Additional Notes:

Proof of Insurance is required by all renters. Insurance may be purchased through Grace United Insurance provider. Prices vary depending on the activity.

Name of contact person who assumes responsibility for the activities, welfare or participants and care or facilities on behalf of the event and whose signature appears in the waiver of this application. If a key is required, the key to be returned to the Rental Coordinator or church office immediately following the event. (Please print and sign below)

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

SIGNATURE: _____

Fill in table below, with fees from page 1 – If unsure, leave blank.

| Facilities Requested | FEE |
|--|-----------|
| Hall__ / Sanctuary __ / Kitchen __ | |
| Custodian Fee | |
| Honorarium(s) Minister__ / Organist __ / AV Team__ | |
| TOTAL | \$ |

OFFICE USE

Notification; (By whom) _____ **Approval: (Y / N) Date:** _____

(Those notified) Stewards: _____ **Custodian:** _____ **Minister** _____ **Organist:** _____

Conflicting Activities: _____ **Total Fee:** _____

NOTES:

TBD* = FEE To be Determined by Stewards

Due to the ever-changing situation with COVID etc., there may be rules implemented regarding health and safety matters (Masks) and all users will be required to follow the guidelines set out by the Public Health Unit. We appreciate your cooperation.

All requests must be approved by the Rental Coordinator & Board of Stewards of Grace United Church.

Facility users are expected to respect all church property and maintain a safe clean environment. If there is any damage to church property, the Renter will be held responsible for the repair or replacement.

If there is an issue the Rental Coordinator must be notified as soon as possible.

Funeral Receptions take precedence over all other events (except Weddings).

Regular hall users will be notified as soon as possible if there is a conflict.

Thank you for considering Grace United Church for your event.

Board Room

Seats maximum 15 people. Private room with blackboard, bulletin board & TV for videos.



Community Hall: Capacity: Seating only 212, Seating with tables 167, Serving Food 144



Hall: East side with stage area



Hall: West end, cloak room

Kitchen



**Equipped with Commercial Refrigerator, Dishwasher, Convection Oven & Gas Stove.
Lots of prep space, dishes, pots, pans, bowls etc.**

RECEPTIONS: Available hall for your next reception. Capacity 144 when set for catered event. Think wedding brunch, business lunch, family celebration. Your caterer will love the commercial kitchen! We can help you when ready to decorate with table setup, intimate lighting, dishes, and glassware. Alcohol is permitted responsibly with permit from LCBO.



Casual Meeting Room(s)

- **Small cozy meeting room, great for smaller groups. (max 15 pp)**
- **Book study, Knitters, teach small computer class etc.**
- **There is a TV., and computer in this room.**
- **Nice room for wedding party to prepare in.**
- **Can be divided into 2 smaller rooms.**



Sanctuary: Capacity 270

Our Sanctuary is large and beautiful and has amazing acoustics. The perfect venue for a concert. There is capacity for 270 people, with seating along both sides of the Alter. The Sanctuary is accessible by elevator with an accessible washroom on the same level.

