

# Facility Rental Agreement

**Campbell River Baptist Church**  
 260 S Dogwood St. Tel: 250-287-8831 office@crbaptist.bc.ca  
 www.crbaptist.bc.ca

Date of Event:	Time:	# of People:
Organization:		
Contact Person:		
		Phone:
		Email:
Event:		
Details:		
Liability Insurance Certificate <input type="checkbox"/>		Date Received:
Have read and agree with the terms and conditions on pages 2-3 below? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Date Reviewed:

	ITEM	Usual Cost per Event	Actual Charge	Comments:
1	Auditorium	\$150		
2	Gymnasium	\$100		
3	Fellowship Hall (chair/table set up extra)	\$75		
6	Classrooms	\$50		
7	Chapel	\$75		
8	Chair &/or Table set up/take down	\$60-\$120		
9	Staff supervisor for groups over 60 (see #2 below)	\$25/hr		
10	Sound Tech (2 hr min)	\$37.50/hr		
11	Livestream Tech (2 hr min)	\$25/hr		
12	Projection Tech (2 hr min)	\$25/hr		
13	Facilities Coordinator (2 hr min)	\$25/hour		Cheques payable to <u>Campbell River Baptist Church</u>
14	Janitor (2 hr min)	\$25/hour		

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Director: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Agreement Notes:

**Note 1:** Damage to property and/or any liability incurred is the responsibility of the "User Group."

**Note 2:** If any significant changes to the set-up are required (e.g., stage & furniture arrangements etc.) after the reservation for the event is finalized, there will be an additional charge of \$200 added to the agreed-to net cost.

### Explanation of Costs:

#### **Janitor (\$25/hour with 2 hour minimum)**

As the janitor is usually required to work after regular hours to clean up before and after the event, the following is considered to be fair compensation:

Wedding Only: 2-3 hours, Reception Only: 2-3 hours, Wedding & Reception: 5-6 hours

Other events determined by hours of work expected in consultation with the Facilities Director

#### **Sound Technician (\$37.5/hour with 2 hour minimum)**

Depending on the complexity of the event, 4-6 hours beyond the length of the event is considered the normal time required to set up, operate and put away equipment.

#### **Projection Technician and Live Stream Technician (\$25/hour each, 2 hour minimum)**

Depending on the complexity of the event, 1-3 hours beyond the length of the event is considered the normal time required to set up, operate and put away equipment.

#### **Facilities Co-ordinator/ Staff Supervisor (\$25/hour with 2 hour minimum)**

Includes unlocking and locking doors and overseeing authorized entry to and use of the buildings.

## Comments and General Instructions

1. CRBC's facilities are intended primarily for church and para-church related activities. If scheduling permits, applications for using the facilities for other community-based activities may be approved and will be charged to cover CRBC's basic expenses as itemized above.
2. For any Group over 60 people, CRBC is required, as per the fire code, to have at least one supervisory staff member on site, the cost of this will be paid by the event/group. (See fees above)
3. Cancellation Agreement: CRBC reserves the right to pre-empt use for its programs with reasonable notice. CRBC is not responsible for costs incurred. Any money paid to CRBC will be refunded in full.
4. The contact person listed above will be contacted by the church staff of availability, confirmation, and arrangements for opening, locking, and setting the alarm of the building after departure.
5. Preparation/arrangement of furniture and non-janitorial cleanup after the event is to be agreed to at the time of application. Normally, each event/ group will be responsible for their own set-up/take-down of the chairs, tables etc.

6. Decorations such as floral arrangements may be attached to the pews/chairs with ribbon or painter's tape, but tacks or staples must not be used anywhere. Absolutely no packing tape or duct tape can be used on walls, floors, etc. Candles not permitted. The use of confetti inside or outside any of the buildings is not permitted.
7. No smoking, alcoholic beverages, permitted on the premises. Sale of raffle & 50/50 tickets is prohibited.
8. Standard seating in auditorium is 900 (max capacity 1200).
9. Cancellation or time changes to booking must be reported immediately to the Facilities Director -Irwin Harder at 250-287-8831 [irwin@crbaptist.bc.ca](mailto:irwin@crbaptist.bc.ca).
10. Weddings and/or large groups using the auditorium will be required to give a \$500 deposit. This is non-refundable unless the cancellation is at the request of CRBC

## Technology and Equipment Agreement

Rental groups may have access to Campbell River Baptist Church's technology and equipment, including smaller sound systems, projection system, or other assorted technology. By utilizing the technology and equipment located at Campbell River Baptist Church you, the undersigned user, assume full responsibility for the proper care and treatment of said technology and equipment. As the undersigned user, you agree to be financially responsible for any misuse and/or damage, accidental or not, during the time of using the rented space from Campbell River Baptist Church and will be invoiced for all repair and replacement costs accordingly.

When using the auditorium, Tech Operator(s) will be hired through Campbell River Baptist Church provided adequate notice is given.

Please indicate any and all technology/equipment needs clearly below:

Eg (Use of the auditorium's projectors & screen (if needed), and piano.)

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_