

# NELSON UNITED CHURCH

602 Silica St. Nelson BC V1L 4N1

250-352-2822

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## APPLICATION AND INVOICE FOR USE OF CHURCH FACILITIES

Date Required: (yyyy/mm/dd) \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_  
(yyyy/mm/dd) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Room applied for \_\_\_\_\_

Purposed use \_\_\_\_\_ Liability Insurance Required? Yes or No

Date of application: (yyyy/mm/dd) \_\_\_\_\_

Name of person applying \_\_\_\_\_ Phone # \_\_\_\_\_

Name of group \_\_\_\_\_ Emergency # \_\_\_\_\_

Equipment to be bought in \_\_\_\_\_

| Room           | Hourly Rate | x | # of Hrs (2 Hour Minimum) | = | Total |
|----------------|-------------|---|---------------------------|---|-------|
| Fairview       | \$25        | x | _____                     | = | _____ |
| Church Hall    | \$40        | x | _____                     | = | _____ |
| Kitchen (main) | \$25        | x | _____                     | = | _____ |

Are you a Food Safe Certificate Holder? Yes or No

|                     |      |   |       |   |       |
|---------------------|------|---|-------|---|-------|
| Kitchen & Hall      | \$50 | x | _____ | = | _____ |
| Trinity Lounge      | \$15 | x | _____ | = | _____ |
| Sanctuary including |      |   |       |   |       |
| Trinity Lounge      | \$45 | x | _____ | = | _____ |
| St. Paul's Room     | \$10 | x | _____ | = | _____ |

### User Liability Insurance:

|                           |                         |                  |       |
|---------------------------|-------------------------|------------------|-------|
| Concerts/Films/Festivals: | Up to 250 participants: | \$35.00 per day  |       |
|                           | over 250 participants:  | \$60.00 per day  | _____ |
| Dinners/Receptions:       | Up to 250 participants: | \$60.00 per use  |       |
|                           | over 250 participants:  | \$115.00 per use | _____ |
| Children's parties:       | up to 25 participants:  | \$30.00 per use  | _____ |
| Meeting room rentals:     | 1-100 participants:     | \$1.50 per use   |       |
|                           | 100-250 participants:   | \$3.00 per use   | _____ |
|                           | Carry forward           |                  | _____ |

Brought forward \_\_\_\_\_

Equipment & Service Rates

Grand Piano (provided Sanctuary is available) \$25 per event \_\_\_\_\_

Sanctuary Sound System \$25 per event \_\_\_\_\_

Administration: preparing programs/schedules for events: \$50 (min) \_\_\_\_\_

Catering: quotes provided upon request \_\_\_\_\_

Janitor: after use of main rooms (Sanctuary, Church Hall, Kitchen): \$25 \_\_\_\_\_

Minister: other than weddings or funerals \$125 \_\_\_\_\_

Organist: all events \$125 (min) \_\_\_\_\_

Offsite:

Chairs (plastic on metal frame): \$.50 x \_\_\_\_ # of chairs x \_\_\_\_ # of days \_\_\_\_\_

Tables (plywood on metal legs): \$5.00 x \_\_\_\_ # of tables x \_\_\_\_ # of days \_\_\_\_\_

Power Point Projector with NUC Operator (only): \_\_\_\_ # of hours x \$50/hr \_\_\_\_\_

Other (specify item, duration of use & rate): \_\_\_\_\_

Deposits: Key \$20 \_\_\_\_\_ Key # \_\_\_\_\_

TOTAL \_\_\_\_\_

Less Deposit \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

I/We, \_\_\_\_\_, the undersigned have read and understand the “Rules & Regulations and Policies” and the “Guidelines for use of Kitchen” as may apply and form part of this agreement, and agree to abide by their contents.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For the Applicant

Approved for use by \_\_\_\_\_ Date \_\_\_\_\_  
For Nelson United Church

Room capacities:

Sanctuary – 260 Church Hall – 275 meeting set up & 125 for dinners  
Fairview – 60 Trinity Lounge – 25 St. Paul’s Room – 15 to 20