

FACILITY RENTAL APPLICATION



Payment for facility use is to be given to the office upon booking.
 Cheques are to be payable to: Abundant Springs Community Church
 Online payment can be made at: <http://abundantsprings.church/give>
 (please note your name and "rental" in memos)

968 Kettles St., Box 3133 |
 Pincher Creek, AB T0K 1W0
 403-627-3653 | hello@abundantsprings.church

Name of Person/Group Booking Event: _____

Name of Contact Person (If different from above): _____ **Phone:** _____

Type of Function: _____ **Email:** _____

Date(s) Required: _____

Time(s) Required: (Setup and Tear-down times must be included in the hours):

From _____ To: _____ Event Start Time: _____

Rehearsal time required? Yes / No Date and time: _____

Officiant (if applicable): _____

	Facility or Service	Rental Fee*	Total
	*Church Building Rental - \$100/half day (4 hours or fewer); \$200/full day (up to 12 hours. For Weddings this price includes a rehearsal date/time) –includes cleanup fee	\$ _____ .00	\$ _____
	*Kitchen Rental - \$50 (you are responsible for cleaning kitchen and any dishes, cutlery, and/or pots and pans you use)	\$ _____ .00	\$ _____
	Officiant fee - \$200	\$ _____ .00	\$ _____
	Sound/Media tech fee (if needed)- \$25/hour	\$ _____ .00	\$ _____
	*funerals-no building rental fee	Total	\$ _____

All below items are subject to availability

Furniture/Kitchen Request

- ___ Rectangle Tables (indicate number)
- ___ Round Tables (indicate 1 or 2)
- ___ Chairs (indicate number)
- ___ Tablecloths (indicate number)
- ___ Coffee (indicate number of people)
- ___ Refrigerator use

___ Dishes & Cutlery

Equipment Request

- ___ Projector (auditorium only)
- ___ TV (downstairs only)
- ___ Bar table/podium
- ___ Wireless Handheld Mic
- ___ Wireless Lapel Mic
- ___ Wired Mic (indicate number)
- ___ Keyboard ___ Drums

Revised: _____

ABUNDANT SPRINGS COMMUNITY CHURCH
RENTAL POLICIES AND GUIDELINES

1. Please include an email address so confirmation can be sent to you (there is space on the front of this form for your email address).
 2. This church is a smoke-free and alcohol-free building.
 3. The primary use of the facilities of Abundant Springs Community Church shall be for ministries, programs, and activities of Abundant Springs Community Church.
 4. Activities of users of Abundant Springs Community Church shall be consistent with the purposes and beliefs of Abundant Springs Community Church and its statements of Faith, Constitution, and Bylaws.
 5. The use of the Church facility will be based on a mutually acceptable date.
 6. For weddings, all officiating ministers or marriage commissioners shall be subject to the approval of Abundant Springs Community Church's pastor. In addition, couples marrying in Abundant Springs Community Church must participate in premarital counseling as approved by the Pastor.
 7. Funeral officiants are subject to pastoral approval.
 8. Confetti or rice is not to be used within the church facility or on the church property.
 9. All renters ordinarily will conduct their functions to permit the closing of the facility by 9pm. (In certain circumstances, these times may be extended).
 10. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility (damage will be assessed by church staff). All fees for rental of facilities and equipment are payable to Abundant Springs Community Church and delivered to the office upon booking. Abundant Springs Community Church will pay its staff as required.
 11. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
 12. All bookings and arrangements must be made through the church office at least **one week** prior to the event.
 13. *Bookings and arrangements in unusual circumstances may be directed to the Pastor's Council for approval.*
 14. Cancellation: A full refund will be given if cancellation notice has been given 1 week prior to the event. Anything less than 1 week notice, one-half of the payment will be refunded.
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RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Abundant Springs Community Church.

Facility Rental to be paid in full along with this form: \$ _____

Renter's Name (print): _____ Signature: _____

Date: _____

Approval from: _____ Date: _____

For Office Use Only:

Copies to be sent to: _____ file _____ Confirmation Sent _____
_____ custodian
_____ Kitchen volunteers
_____ Audio/Visual Technician

Revised: _____