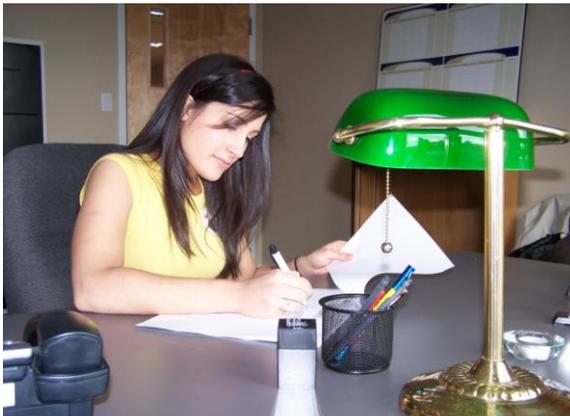


# Cedar Park Church Rental Information

## Banquet Facilities



## Meeting Rooms and Quiet Workspaces



## Seating for up to 490



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**A Member of the BC  
Conference of Mennonite  
Brethren Churches**

**Cedar Park Church  
5300 44<sup>th</sup> Avenue  
Delta, BC V4K 1C7**

**Ph: 604-946-7410**

**cedarparkchurch.org**





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## RENTAL INFORMATION

**WELCOME.** Thank-you for considering us for your next function. We hope to provide those who enter our doors with friendly hospitality that will allow them to feel at home here. We only use our full capacity on Sundays. The rest of the week we have space we are willing to rent.

**RENTAL RATES.** The Cedar Park Church facility can be rented by families, organizations, businesses and government. Our rental rates reflect market rates because we are not permitted to use our non-profit status to compete with local businesses. Revenue Canada does, however, allow us to offer a discount to rental users that help us fulfill our purposes as a church. Thus, we make a discount available to all applicants that meet this criterion, not just our own members.

**STAFFING.** We can accommodate evening and weekend bookings by providing an event host for your event. When you rent our kitchen, you can bring your own food or hire a caterer. We provide audio-visual technicians for the sanctuary. If you need help scanning pictures and creating a DVD, our technicians can assist you. You are also welcome to bring your own presentation on a memory stick or DVD, no later than the day before your event. Every meeting room has free Internet, and you are welcome to hook up your own presentation equipment in the meeting rooms. Our custodian does the major set-up and take-down.

**CATERERS.** You are welcome to hire a caterer and use our kitchen. We provide a kitchen supervisor who knows where everything is and can help run the equipment safely. Let us know if you need extra staff in the kitchen to help make your event a success. The health department does not allow us to use the kitchen to prepare food which will be sold off-site. Our kitchen is not licensed as a commercial kitchen that caterers can use to run a business.

**BOOKINGS.** We want to ensure that the events we book are consistent with our religious beliefs and are respectful of the neighbors who live in the residential area surrounding our church. We therefore retain the right to make bookings at our discretion.

We want our rental users to be protected in case of accidents so we require rental users to have their own liability insurance. The options are 1) using your business insurance and adding our location as a second site, or 2) purchasing special event insurance. All bookings are done through our church office. If you intend to advertise a proposed event, please ensure you have secured the dates with us by providing a damage deposit before you begin the advertising.

**For more information please contact:**

**Sophia Chiu, Administrative Assistant**

**Ph: 604-946-7410**

**Email: [admin@cedarparkchurch.org](mailto:admin@cedarparkchurch.org)**

**Hours: Tuesday – Friday; 9:30 am – 3:30 pm**



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**RATES / INVOICE (SCHEDULE A)**

|  | <b>Amount</b>  | <b>Total</b>                       |
|--|--|------------------------------------|
| <b>Half-Day Sanctuary Rental with an Advance Rehearsal</b><br>(e.g. Wedding Ceremony, Concert)   | \$600  |                                    |
| <b>Half-Day Sanctuary Rental without a Rehearsal</b><br>(e.g. Seminar)   | \$400  |                                    |
| <b>Full-Day Sanctuary Rental</b><br>(e.g. Conference)  | \$750  |                                    |
| <b>Evening Sanctuary Rental</b><br>(e.g. Piano Recital, Guest Lecture, Award Ceremony)   | \$350  |                                    |
| <b>Tea/Coffee Service for Sanctuary Rentals</b><br>(e.g. Seminar, Conference, Concert)   |  |                                    |
| Up to 100 people   | \$150  |                                    |
| 100 – 200 people   | \$200  |                                    |
| 200+ people  | \$250  |                                    |
| <b>Kitchen and Hall Rental for a Standing Reception</b><br>Buffet tables for food and up to six round tables for guests. No change to sanctuary seating. |  |                                    |
| Up to 99 people  | \$500  |                                    |
| 100 to 249 people  | \$650  |                                    |
| 250 to 490 people  | \$800  |                                    |
| (25% discount if wedding ceremony also booked)   |  |                                    |
| <b>Kitchen and Hall Rental for a Banquet</b><br>Sanctuary converted so guests can sit at tables.   |  |                                    |
| 49 to 96 people –max 12 round tables in sanctuary  | \$750  |                                    |
| 97 to 144 people –max 18 round tables in sanctuary   | \$1000   |                                    |
| 145 to 224 people –max 28 round tables in sanctuary  | \$1350   |                                    |
| <b>Room Rentals (per day or part day)</b><br>For classroom rentals after office hours or on weekends a security host is needed.                          | <b>Tues – Fri</b><br><b>9:30 – 3:30</b><br><b>Office is Open</b> | <b>After Hours</b>                 |
| Large Kitchen. Kitchen supervisor included for daytime or evening usage.   | \$50/hr  | \$50/hr                            |
| Large classroom – max 100 people   | \$20/hr<br>Max \$60/day  | Base rate plus<br>\$15/hr security |
| Medium classroom – max 50 people   | \$20/hr<br>Max \$60/day  | Base rate plus<br>\$15/hr security |
| Small classroom or office – max 20 people  | \$20/hr<br>Max \$60/day  | Base rate plus<br>\$15/hr security |
| <b>SUBTOTAL</b>  |  |                                    |
| <b>DISCOUNT*</b>   |  |                                    |
| <b>TOTAL DUE</b>   |  |                                    |
| <b>DAMAGE DEPOSIT</b>  |  | <b>\$200</b>                       |

**\* Discounts are available to rental users who support our purposes as a church. To apply for a discount, please submit the Usage Summary to the church office.**



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**USAGE SUMMARY (SCHEDULE B)**

*Sophia Chiu, Administrative Assistant  
Phone: 604-946-7410*

*Email: admin@cedarparkchurch.org*

**Event / Group:**

**Number of guests:**

**Rooms requested: Sanctuary ( ) Kitchen ( ) Heritage Room ( ) Office ( )  
Youth Room ( ) Medium Classroom ( ) Small Classroom ( )**

**Start Date:**

**Time:**

**End Date:**

**Rental User's Name:**

**Rental User's Ph:**

**Rental User's Address:**

**Insurance Coverage: Business ( ) Special Event Insurance ( )**

**Email:**

**Purpose of your event/group:**

**Description of room set-up:**

**# of Round Tables** (seat 8)

**Tablecloths:**

**# of Rectangular Tables**

**Decorator:**

**Telephone:**

**Decorating details:**

**Caterer:**

**Telephone:**

**Catering details:**

**Speaker:**

**Telephone:**

**Description of program (e.g. number of soloists, musicians, speakers, DVD with pictures):**

**Audiovisual needs:**

**Are you bringing any of your own equipment or supplies?**

**Personnel**

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**Security Host with key:**

Telephone:

**Custodian:**

Telephone:

**Technician:**

Telephone:

**Kitchen Supervisor:**

Telephone:



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## RENTAL AGREEMENT

Dated: \_\_\_\_\_

BETWEEN:

BC Conference of Mennonite Brethren Churches as represented by:  
Cedar Park Church 5300 44<sup>th</sup> Avenue Delta, BC V4K 1C7  
Phone: 604-946-7410

AND: \_\_\_\_\_  
Rental User

WHEREAS

The BC Conference of Mennonite Brethren Churches is the registered owner of the lands, buildings and facilities at 5300 44<sup>th</sup> Avenue Delta, BC V4K 1C7. Cedar Park Church operates the facilities for use by members of the church and for public ministry and community outreach to others who agree to abide by the terms of this agreement.

The parties agree as follows:

### A. License

Cedar Park Church agrees to provide the rental user the rented portion of the facility and/or services and equipment for the function at the date and times set out in Schedule "B" *Usage Summary*. The rental user will have access to the relevant portion of the facility and/or related services and equipment at the rates identified in Schedule "A" *Rates*.

### B. Booking Requirements and Charges

1. A refundable damage deposit of \$200 is required to secure the rental dates. All advertisements and flyers using the name of the church must be approved by the church office prior to distribution.
2. For single event use, the full amount is due on or before the rental date. For recurring use, the full amount is due for each month by the 10<sup>th</sup> day of the following month.
3. To cancel the contract, a minimum of three days advance notice is required, or a \$50 booking fee will be deducted from the damage deposit.
4. If the rental user agrees to provide volunteer workers, and these workers do not fulfill their obligation to the extent that hired staff must fill in, the unexpected staffing costs will be deducted from the damage deposit.
5. If refreshments or a meal are required for an event, the rental user will be responsible for the full cost of the food and catering.

### C. Terms and Conditions of Usage

The following terms and conditions of usage apply to the rental user and all persons attending the function.

1. The rental user acknowledges that the facilities are a religious facility in support of the religious mission of the church. The rental user acknowledges that the Cedar Park Church operates the facilities primarily for use by members of the church and for others who agree to abide by the terms of this agreement and act in accordance with the lifestyle guidelines consistent with the church's religious beliefs. The rental user

