

Centennial Park Baptist Church
11 Kennedy Road, Grimsby, Ontario L3M 1E8
Website: www.grimsbybaptist.org
office@grimsbybaptist.org or phone #905-945-8932

RENTAL OF FACILITIES REQUEST APPLICATION

NAME OF PERSON/GROUP BOOKING EVENT: _____

ADDRESS: _____

PHONE #: _____

EMAIL ADDRESS: _____

NAME OF CONTACT PERSON (if different from above): _____

TYPE OF FUNCTION: _____

DATE FACILITIES REQUIRED: _____

MONTH DAY YEAR

TIME(S) REQUIRED (set-up and clean-up times must be included in the hours):

FROM _____ AM TO _____ AM EVENT START DATE: _____
_____ PM _____ PM EVENT END DATE: _____

REHEARSAL TIME REQUIRED: YES DATE & TIME: _____ NO

EXPECTED ATTENDANCE: _____

DESCRIPTION OF EVENT: _____

WILL THERE BE AN ADMISSION FEE CHARGED, TICKETS SOLD (including prior to event date) or donations collected: YES NO

EXPLANATION: _____

ROOMS REQUIRED:

- SANCTUARY (see special notes below)
- FELLOWSHIP ROOM
- WOOLVERTON HALL (GYM)
- PRAYER ROOM (SMALL CLASSROOM)
- KITCHEN (see special notes below)

Notes: If Sanctuary platform is needed, please note under "Special Requests" if platform needs to be cleared. Equipment is only to be moved by CPBC worship team members.

Kitchen fee is for food staging purposes only and does not allow for any cooking, dishwashing or use of our dishes or equipment. Boiling of water and warming of food are permitted.

Kitchen use for food prep does not include clean-up charges. Renter is responsible to clean up and a \$50 refundable deposit is required to cover clean-up costs should the kitchen not be satisfactorily cleaned. Our kitchen is not certified for commercial use.

SPECIAL REQUESTS: _____

AUDIO VISUAL REQUIREMENTS:

- TV/VCR
- PIANO/KEYBOARD
- SANCTUARY SOUND
- OVERHEAD PROJECTOR & SCREEN
- PORTABLE MIC/SPEAKER
- SANCTUARY VIDEO
- ADDITIONAL MICROPHONES

FURNITURE REQUIREMENTS:

_____ CHAIRS _____ RECTANGULAR TABLES _____ PODIUM _____ WHITEBOARD

POLICIES

1. Completion of this form does not guarantee use of the facility. All rental requests are subject to the approval of the Board of CPBC at its sole and absolute discretion.
2. Only pre-approved areas and equipment may be used. Rooms that have not been booked may not be used, even if they are not in use.
3. No smoking/vaping is allowed in the building; no alcohol is allowed on the premises.
4. Free will offerings or admission charges require approval by the CPBC Board. A minimum 2-month lead-time is required for such requests to be considered.
5. Candles may be used within the confines of CPBC subject to the following conditions. CPBC must be informed of the intended use at the time of booking. The placement and number of candles must be approved by CPBC who will decide whether the candle(s) will need to be enclosed in a glass enclosure (such as a hurricane globe). Candles must be placed on a non-flammable surface. A fire extinguisher (minimum 5 lbs.) must be kept/brought to any room in which candles are used.
6. SPECIFIC ROOMS: The church office and equipment are not included as part of facilities use. Nursery and kitchen areas may be used only for the purposes indicated (not as "meeting rooms"). The sound board and computer are to be used on by authorized individuals.
7. Ensure that you leave the building in the same condition in which it was found. Breakage or damage must be reported to the office promptly. CPBC reserves the right to assess costs for damage to the facilities or equipment and bill the user.
8. Key fobs will not be loaned to outside groups.
9. CPBC reserves the right to deny any person or group the use of their facilities should they be deemed to be in conflict with the vision and mission of CPBC.
10. CPBC reserves the right to distribute literature to groups using their facilities.
11. CPBC is not responsible for any items lost or stolen by renting groups.
12. Please observe and obey all parking signs and parking lot markings.
13. At the end of use of each room, ensure that all windows are closed and lights turned off as well as returning furnishings and other items in the room to their original locations.
14. In order to respect the privacy and rights of our neighbours, any loud music or inappropriate behaviour is prohibited.
15. Any outside group (that is, any group not directly a part of Centennial Park Baptist Church) must provide a **Certificate of Insurance** confirming coverage for all activities on our premises and naming Centennial Park Baptist Church as an additional insured. We require a minimum General and Tenants Legal Liability coverage of \$2,000,000, but a higher amount may be required in certain circumstances. If a higher amount is required, this will be communicated at the time the rental request is accepted.
16. Anyone wishing to use the facilities must complete this form with the exception of weddings and funerals and their respected receptions as requested by the Pastoral staff of CPBC.

FEES

Rooms are rented by the hour with a two-hour minimum charge. A custodial cost will be applied if the rental is outside of normal hours and a key fob holder is required to open and/or close the building. Staffing rates are charged by the hour with a one-hour minimum except where noted. For sequential multi-day rental (i.e. day camps), a discount of 20% will be applied to daily rental fees. Fees for weddings vary according to the requirements. Requests for facilities or equipment not specified may be granted, fees will be determined by a representative of CPBC.

Fee Schedule For Non-Church Functions

The fee schedule is only applicable to **non-church functions** and may be adjusted at the discretion of the BOM.

For functions sponsored by CPBC and involving affiliated or non-affiliated Christian organizations, fee may be free. However, the relevant ministry chair should send the application form to the Deacons and Management Board Chairs for approval.

For weddings, the rental rate includes a 3-hour decoration and/or rehearsal, a 3-hour wedding ceremony, and a change room for the bride.

Venue	Seating Capacity	Fee (per 2-hour period) +		
		2 hour Minimum	Additional Hourly rate	
Sanctuary	300 persons	\$160	\$80	
Gymnasium	130 persons	\$80	\$40	
Rooms	10-30 persons	\$60	\$30	
Kitchen	Only available when other spaces are requested	\$60	\$30	

Insurance coverage of \$2,000,000 (2 million) naming Centennial Park Baptist Church is required for non-church functions. If a certificate of insurance is not available an event policy may be purchased directly from CPBC insurance broker. (See Policies - Item 15)

Personnel Services and Equipment Fees

Church Personnel & Equipment	Fees (per 2-hour period)
Pianist *	\$150
Audio/Video Technician *	\$ 50
Custodian * (on a case by case basis)	
Damage deposit***	\$500
Audio / Video Equipment for Sanctuary ##	\$ 50
Audio / Video Equipment for Gymnasium ##	\$ 50
Portable LCD Projector	\$ 20
TV/DVD player	
Hand Wireless / Wire Mic	\$20 each
Piano	tuning fee of \$100 for each event (optional/on request)

Excluding Wedding Ceremony.

+ Piano/keyboard fee is included in the venue fee.

++ There must be no cooking in the kitchen except boiling water and heating food.

* All fees are payable to the pianist / audio/video technicians through the PUF.

** Arrangement will be made through the PUF.

*** Proof of insurance coverage to be submitted two weeks before the function (unless the Deacon's Board will adopt it as a Church ministry activity)

Including hand wireless mic, wire mic, LCD projector, TV & DVD player.

Note: Use beyond the time specified in the application form will result in an additional charge to the renter and the rate will be at a pro rata hourly basis of the original rate for the extended period. **Compensation will be paid on half an hour basis.**

Fee Schedule for Wedding Ceremonies

For weddings, the fee rate includes a 3-hour decoration and/or rehearsal, a 3-hour wedding ceremony, and a change room for the bride.

Venue	Seating Capacity	Fees	
		CPBC Members Recommended Free will donation	Non- CPBC Members
Sanctuary +	250 persons	\$300	\$300
Gymnasium+	130 persons	\$40 /hour minimum 2 hours	\$40 /hour minimum 2 hours
Rooms	10 – 30 persons	\$30/ hour minimum 2 hours	\$30/ hour minimum 2 hours
Kitchen ++	Heating food no cooking	\$30/hour minimum 2 hours	\$30/hour minimum 2 hours

Wedding Personnel Services & Equipment Fees	Fees
Pianist *	\$100 Event + \$100 rehearsal
Audio/Video Technician *	\$25/hour minimum 2 hours
Custodian to be paid by the Church on case by case basis *	Included in fees
Audio / Video Equipment for Sanctuary ##	\$50
Audio / Video Equipment for Gymnasium ##	\$50

+ Regular custodial, cleaning services and piano/keyboard are included in the venue rental.

++ There must be no cooking in the kitchen except boiling water and heating of food.

* All fees are payable to the pianist / audio/video technicians/ through the Church Office.

Including hand wireless mic, wire mic, LCD projector, TV & DVD player where applicable.

Note: Use beyond the time specified in the application form will result in an additional charge to the user and the rate will be at the pro rata hourly fee of the original rate for the extended period.

Compensation will be paid on half an hour basis.

PAYMENTS

PAYMENTS: 50% due upon confirmation, balance due one week in advance of booking. Make cheques payable to "Centennial Park Baptist Church" and submit to office.

DISCLAIMER AND WAIVER

Centennial Park Baptist Church Inc. (CPBC) and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives (collectively referred to as "CPBC"), are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events or activities either organized by CPBC or an outside party.

In consideration of CPBC allowing the rental party and their guests to use the agreed upon facilities and/or equipment, the rental party or authorized agent agrees on behalf of all participants in the rental event:

1. To assume and accept all risks arising out of, associated with or related to participation in any and all activities arranged by the rental party.
2. To waive and release CPBC from any and all liability for any loss, damage, injury (including loss of life) or expense that any member of the rental party or their guests may suffer, or that their next of kin may suffer as a result of participation in the activities due to any cause whatsoever.
3. To indemnify and hold harmless CPBC from any and all liability for any damage to the personal property of, or personal injury to (including loss of life) any third party resulting from participation in the activities.
4. To indemnify and hold harmless CPBC from any and all claims, demands, actions and costs for any loss, injury (including loss of life), damage or expense whatsoever that might arise out of participation in the activities.

SIGNATURES

I have read and agree to the attached Policies, Fee Schedules, Disclaimer and Waiver.

Signature _____ Name (Print) _____ Date _____
Rentee

Signature _____ Name (Print) _____ Date _____
Authorized CPBC Rental Representative

Please note: You will receive a "tentative approval" after your application has been received and the time/date/purpose of your meeting have been accepted. "Firm approval" of your booking will be issued once all staffing arrangements (custodian, technicians, etc.) have been made, an invoice has been issued by CPBC, and the deposit has been received by CPBC.

Original to: Deacons Board

Copies to: Treasurer, Custodian, Audio/Visual Technician, Office Administrator, Rentee

Confirmation Sent: _____

Date