

## ST. GILES' PRESBYTERIAN CHURCH

1500 Edmonton Street

PO Box 12068

Prince George, B.C. V2L 0A8

### Rental Charges

<b>Sanctuary</b>	Seating capacity main floor - 140, balcony - 65    TOTAL 205 For concerts, recitals (Charitable Organizations) Including rehearsal times	<b>\$150</b>
	For all other groups, (including weddings & funerals) Extra fees for minister or other personnel	<b>\$200</b>
<b>Large Hall (Gym)</b>		<b>\$25/hour or all day \$150</b>
	Seating capacity with tables - 96 Set up and clean up is assumed the responsibility of the user. Otherwise an additional	<b>\$100</b>
	Kitchen & Servery - including the use of the dishwasher, coffee pots, utensils, and the dishes	<b>\$50</b>
<b>Lower Hall (available only on weekends)</b>		<b>\$10/hour or all day \$50</b>
<b>Small Rooms (Servery and Luttrell Lounge)</b>		<b>\$10/hour or all day \$50</b>
<b>Casual 'Non-Profit' Groups or Users</b>		<b>By Donation</b>
<b>Janitorial Services</b>		
	If required for clean up after an event	<b>\$60</b>
<b>Caretaker Services</b>		
	Recommended for all not familiar with the facilities Available at the front door to welcome and provide direction	<b>\$60</b>

### Wedding and Funerals

The services of the Minister, Musicians or others is the responsibility of the user group, and subject to other arrangements. If St. Giles provides any services for weddings or funerals, a question that commonly arises is the following: what donation amount should we give to those who have provided services.

We do not have any set number for fees; however, if you believe that a donation would be in order, we suggest that the following amounts could be used as guidance:

To the Minister:	from \$150 - 250
To the Musician:	from \$75 - 150
To the Janitor:	\$60

**ST. GILES' PRESBYTERIAN CHURCH**

**1500 Edmonton Street**

**PO Box 12068**

**Prince George, B.C. V2L 0A8**

**Rental Agreement**

We, the undersigned, agree to pay the amounts specified below for the use of the premises.

- Sanctuary (Charitable Organizations) \$100.00 per day.
- Sanctuary (All Other Groups) \$150.00 per day.
- Large Hall \$150.00 per day.
- Lower Hall \$25.00 per hour for \_\_\_\_\_ hours.
- Kitchen & Servery \$50.00 per day
- Servery or Luttrell Lounge \$10 per hour for \_\_\_\_\_ hours.
- Janitorial Services \$50.00
- Key Deposit \$50.00 per day
- Key Deposit \$60.00 (minimum charge)
- Key Deposit \$20.00 (reimbursed on return) \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time of Rental: \_\_\_\_\_

Approximate Number of Guests for Rental: \_\_\_\_\_

Rental Charge: \_\_\_\_\_

Key Deposit: \_\_\_\_\_

Total Collected: \_\_\_\_\_

We also agree that the said premises will be left in the same condition as they were found. Lights will be turned off and doors locked. A \$20 key deposit will be paid for rental, to be reimbursed on return. Liability Insurance is the responsibility of the user. If any cleanup is required by the church, a \$50.00 charge will be paid by the user.

User Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date