

NELSON UNITED CHURCH

602 Silica St. Nelson BC V1L 4N1

(250) 352-2822 office@nelsonunitedchurch.ca

APPLICATION & INVOICE FOR USE OF CHURCH FACILITIES

Date Required: (yyyy/mmm/dd) _____ Time: from _____ to _____
 (yyyy/mmm/dd) _____ from _____ to _____

Room applied for _____

Purposed use _____ Liability Insurance Required? Yes or No

Date of application: (yyyy/mmm/dd) _____

Name of person applying _____ Phone # _____

Name of group _____ Emergency # _____

Equipment to be brought 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;
 over 250 participants \$60.00 each day _____

Dinners/Receptions: Up to 250 participants \$60.00;
 over 250 participants \$115.00 per use _____

Children's parties, up to 25: \$30.00 per use _____

Meeting room rentals: 1-100 participants \$1.50 per use,
 \$3.00 for 100-250 participants. _____

Carry forward _____

Brought forward _____

Equipment & Service Rates

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

Sanctuary Sound System \$25 per event _____

Church Hall Sound System \$25 per event _____

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:

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

Other (specify item, duration of use & rate) _____

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 gathering or 225 seated including balcony, but not the choir loft;

Church Hall – 275 gathering or 120 for a sit down dinner set up;

Fairview – 60; Trinity Lounge – 25; St. Paul's Room – 15 to 20.