



Chalmers United Church

150 Years of Caring

212 Barrie Street, Kingston, Ontario K7L 3K3 • Telephone (613) 546-3263 • Fax (613) 546-3340

office@chalmersunitedchurch.com

Facilities Rental Policies

Requests for the use of Chalmers' facilities, including the Sanctuary, MacCallum Hall, upstairs meeting rooms and the meeting room in Chalmers House will be governed by the following conditions:

1. Use of Church Facilities and equipment must be approved by the Rental Committee in accordance with Chalmers policy

2. The following rates will apply:

Meeting Rooms in Chalmers Church or House.....\$15.00 per hour
(Caretaker \$50 – at the discretion of Chalmers Staff)

MacCallum Hall without kitchen\$25.00 per hour minimum 3 hours

MacCallum Hall with kitchen\$35.00 per hour minimum 3 hours

Sanctuary \$350.00
Plus 7% of Ticket revenue over \$350

Charge for Custodian for use of sanctuary or MacCallum Hall.....\$100.00

Charge for use of the sanctuary sound system.....\$50.00

Sound technician: The time of any technician will be billed at an hourly rate of \$20, minimum 3 hours

Refundable Key deposit.....\$50

University Student Recitals (Includes one practice time).....\$125.00
Piano tuning is the responsibility of the student(s)

3. Rates for rental of the Sanctuary are based on a minimum 4 hour rental. No food or drink is allowed in the Sanctuary

4. Applications must be accompanied by a cheque for the rental and custodian and/or sound fees, together with a completed Insurance Waiver (attached). The cheque will be returned if the request is not approved. If the event is cancelled more than 72 hours prior to the event an administrative fee of \$25 will be charged. Any cancellation within 72 hours of the event will result in a 50% charge.

5. Any adjustment to any of these fees must be approved by the Rental Committee, in consultation.

6. a. *Smoking and gambling are prohibited in any area.*
b. The serving of alcoholic beverages under license is negotiable.

7. All reservations and charges will be managed by Marnie Hamagami, Administrative Assistant. Call (613) 546-3263 ext. 222 or e-mail marnie.hamagami@chalmersunitedchurch.com.

Chalmers Piano Tuner is Paul F. Koltan (613) 389-3680

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Facilities Rental Request

Name of Organization: _____

Name of Authorized Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Event or Function Planned: _____

Date(s): _____

Times (**From beginning of access to lockup**): _____

Facility Requested – Church Sanctuary _____ MacCallum Hall _____ / Other _____

Set-up requirements (Stage, chairs etc): _____

Audio-visual Requirements (Microphones etc): _____

Musical Instruments to be used (Piano, Organ, other): _____

(Tuning will be the responsibility of the renter, tuner and time of tuning must be coordinated with Chalmers)

Anticipated attendance _____

(Maximum Capacities of Facilities – Church Sanctuary 550 seated persons, MacCallum Hall 150 persons seated, 125 seated at tables)

Cheque in the amount of \$ _____ attached

WAIVER OF LIABILITY

In consideration of Chalmers United Church permitting me/us and others to use:

I / We release Chalmers, from any claim or action of any kind whatsoever for damages, loss or injury which may occur as a result of my / our use of the above premises.

I / We also release Chalmers, from any such claim or action by my / our heirs or personal representatives.

Dated at _____, _____ this _____ day of _____, 20____.

Signature: _____ Witness: _____

Print Name: _____ Print: _____

Title: _____ Address: _____

Signature of Authorized Contact Person: _____ Date: _____