



FACILITY RENTAL APPLICATION

GROUP NAME: _____

Mailing Address: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

Intended Use or Purpose: _____

Contact Person(s): _____

FACILITY REQUESTED:

- | | | |
|---|---|--|
| <input type="checkbox"/> Full Facility (\$300.00) | <input type="checkbox"/> Sanctuary only (\$250.00) | <input type="checkbox"/> Chapel only (\$150.00) |
| <input type="checkbox"/> KidStuf Auditorium only (\$150.00) | <input type="checkbox"/> KidStuf & Kitchen (\$250.00) | <input type="checkbox"/> Multi-Purpose Room (\$150.00) |

EQUIPMENT REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> Sound board & technician (\$25 per hour) | <input type="checkbox"/> DVD Recording, includes 5 DVDs (\$25 per hour) |
| <input type="checkbox"/> SongShow / PPT Personnel (\$20 per hour) | |

RENTAL DATES REQUESTED:

Arrival: Date _____ Time _____

Departure: Date _____ Time _____

ESTIMATED NUMBER OF PERSONS: _____

FOOD SERVICES REQUIRED:

We require a firm number of persons attending at least five days prior to the rental date.

Date: _____ Breakfast Lunch Supper Snack

Date: _____ Breakfast Lunch Supper Snack

Food services require an additional food charge and caterer's fee.



RENTAL POLICIES AND AGREEMENT

By signing this agreement, you understand the following:

- 1) Your request of facility will not be booked until the facility fee and Facility Rental Application has been received and processed by the general office at Capital Community Church. **CCC reserves the right to cancel any rental arrangements due to circumstances beyond our control** (ie. Funerals). However, we will do our best to accommodate the needs of your group, should the situation arise. Facility fee may be transferred to another date if necessary.
- 2) The facility fee entitles your group to use the venue(s) you have reserved and any equipment specified in your application as items for rent. You may direct special requests to the general office.
- 3) Groups renting facilities are responsible for damages to equipment.
- 4) Capital Community Church reserves the right to adjust fees as necessary.
- 5) Prior to a planned event, it is the responsibility of the contact person to ensure the following:
 - (a) Capital Community Church's office is contacted about the availability of facilities and to make a tentative booking, and to submit a signed "Facility Rental Application", together with the facility fee for the areas we wish to book. (When we receive your deposit, we will send you a copy of the application, confirming the dates you have requested are reserved).
 - (b) The church office is contacted one month prior to the event as to choice of food for meals, if applicable. If kitchen facilities are being used, dishes must be washed and returned to proper location. Stoves must be turned off. No pews or furniture in the KidStuf auditorium is to be moved.
 - (c) One week prior to your event, provide the office with a program or activity schedule.
 - (d) If a sound technician is required, CCC can provide one for a rate of \$25.00 per hour. All sound technicians must be CCC approved. Media Personnel (for DVD recording) are available at the same rate.
- 6) The contact person is responsible to inform event participants of the following:
 - (a) The facility fee is non-refundable. Special consideration will be made for emergency situations.
 - (b) If our event must be cancelled because of inclement weather, your fee can be transferred to another date.
 - (c) Smoking is prohibited on any Capital Community Church property whatsoever.
 - (d) Possession and use of alcohol and illicit drugs are prohibited on the premises.
 - (e) Pets are prohibited.
 - (f) Any damage to buildings, equipment or other facilities must be reported to the church staff and you will be responsible for any repair costs involved.
 - (g) Capital Community Church cannot assume responsibility for personal property and vehicles on the premises.
 - (h) Capital Community Church is not responsible for injuries to persons attending your event. You assume risk for all your participants and attendees.

We understand and agree to the terms of the above Rental Policies. We also understand that a non-refundable deposit, appropriate to the facility being rented and outlined in the Rate Schedule, shall accompany this Application.

Signature of Contact Person

Date

We confirm that the date(s), as per your request, have been reserved for your group.

For Capital Community Church

Date