



Streams Christian Church Facility Use Application & Agreement Form

Group Name: _____

Contact Person: _____

E-mail: _____

Phone Number: _____

Proposed date(s) and time(s), including rehearsals, set-up, cleaning, etc.

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Function: Wedding Funeral Other: _____

Approx no. attending: _____

I, _____ understand that with the use of this facility also comes the risk of damage to this facility and/or the equipment within. Damages to the facility, equipment or furnishings will be invoiced to the signatory below. The use of Streams Christian Church is restricted to only the areas booked. Use of additional rooms will result in additional fees. The booking is not secured until a non-refundable deposit of half the total has been paid. I release Streams Christian Church and its staff and board from any liability for injuries or damage to property associated with the use of these facilities.

Signature: _____ Date: _____

This Area For Office Use Only

Date approved: _____ Approved by: _____

Deposit received. Technical/Musical/Computer/Keyholder personnel confirmed.

Opening/lock-up duties to be performed by:

The following service fees apply to all users. Payment is to be made to Streams Christian Church no less than seven (7) days prior to the event. Acceptance is dependent on building availability and the discretion of the Pastor.

Event Fees:

- Wedding Fee. (Includes rehearsal and wedding booking; use of the sanctuary, staging area and Capp Bar; sound technician, video technician and custodial fees extra.) \$550
- Wedding Officiator Fee. (Includes counselling, rehearsal, wedding officiating and administrative costs.) \$500
- Stage Clearing Fee. \$300
- Funeral Fee. (Includes use of Sanctuary, staging areas, Capp Bar, kitchen and Fellowship Hall; sound technician, video technician and custodial fees extra.) \$450
- Funeral Officiation Fee. (Includes sermon, funeral planning counselling, funeral officiating and administrative costs.) \$450
- Visual Presentation Technician \$25/hour*
- Sound Technician \$25/hour*
- Custodian \$25/hour*

*\$25/hour for a minimum of three hours. Any additional time will be invoiced following the event.

Total: _____

Facility Use Fees:

Fellowship Hall/Cappuccino Bar	\$30/ hour \$55/ hour outside office hours
Kitchen	\$100
Additional Rooms	\$100

Sanctuary is available only for weddings/funerals except in special circumstances as approved by the administrator and a Pastor. We do not take bookings for Saturdays past 5:00 pm. Bookings outside of our normal hours of operation are charged an additional \$25/ hour. Acceptance is dependent on building availability and the discretion of the Pastor.

Total: _____