

Welcome

Thank you for considering Bethany Baptist Church as a venue for your event. We hope to provide you with an environment that will allow you to feel at home and help make your event successful. Choosing the right day and time for your event is important. **Please note that external events are not booked on Sundays, long weekends, the Month of December (starting with the weekend of the 1st Advent), and the week before Easter.** Normal building hours are 9:00am to 9:30pm, with special event building curfew at 10:00pm. Please allow enough time to clean up and leave the premises within the allotted time. Dates and time slots are filled on a first-come, first-served basis, with priority given to ministry programs and activities of Bethany Baptist Church. Please contact the church office at (604) 519-0123 or email events@bethanybaptist.bc.ca

Church Facilities and Parking

The church has the following facilities:

- ✧ **Auditorium** with a maximum seating capacity for 1000 people. The auditorium is equipped with sound, lighting and multi-media projection facilities.
- ✧ **Chapel** with a maximum seating capacity for 200. The chapel is equipped with a small eight channel sound system.
- ✧ **Lounge** with a maximum banquet seating capacity for 240, or lecture style seating for 300. The lounge is equipped with an eight channel sound system and a multimedia projection system.
- ✧ **Gym** for sports or for banquets with a maximum seating capacity of 500 or stand-up reception of 600. The gym is equipped to support a portable sound system.
- ✧ **Commercial kitchen.** Information about catering and kitchen use will be provided upon request.
- ✧ **Classrooms**
- ✧ Portable projectors and sound system with support for monitors can be provided for the chapel, lounge, or gym. Additional fees apply.

Food and drinks are not allowed in the Auditorium or Chapel with the exception of communion elements. Please note that Bethany Baptist Church does not allow dancing, smoking, alcohol or gambling of any kind on the church premises. For your safety, guests are not permitted to sit in the stairways, in the aisles, or impede the emergency exits. It is your responsibility to ensure that the maximum capacities are not exceeded. Parking for events is available in the church parking lot (336 spots) with access off Westminster Highway at McLean Avenue.

Bookings

Bethany wants to ensure that events we book are consistent with the mission and values of Bethany Baptist Church's Statement of Faith (Appendix A below), are consistent with the policies on facility use, and are respectful of our neighbors who live nearby; therefore we reserve the right to make bookings at our discretion. All bookings are to be made through the church office. Requests may be made up to a year in advance, although bookings **will only be confirmed 5 months before the event.**

Rental Information

A cashable deposit of 50% of the estimated rental fee (up to a maximum of \$300) is required when the booking is confirmed, with the balance due on or before the day of your event. Charges for un-booked extended hours or requests for additional services made at the time of the event will be included on the invoice. A 30 day written cancellation policy applies.

Church Decorations

Please note that Church seasonal decorations take precedence over event decorations. Please confirm all planned decorations with the Event Coordinator at least three weeks prior to the event. Plans for elaborate or unusual decorations and delivery schedules must be reviewed and discussed with the Event Coordinator. Decorations provided by the client must be removed within one hour of completion of the event. In consideration of the church building, we ask that nothing be affixed to the walls or structure. For the safety and well-being of children, we ask that only safety pins or tape be used for securing decoration fabrics (no straight pins). The use of confetti, rice, metallic sparkles, or other similar substances is not permitted in or around the facilities.

Staffing

All external events will be supervised by an Event Coordinator or designated representative from Bethany Baptist Church. The sound and projection systems will only be operated by Bethany Baptist Church sound technicians. Requests for a sound technician and kitchen supervisor shall be made at the time of booking. Staffing charges will apply for event coordinator, sound technicians, and kitchen supervisor.

Kitchen

Bethany Baptist Church has a full commercial kitchen with capacity to cater large events. Bethany's internal catering service must be used for all catering events, and this service includes full meal preparation, meal service and cleanup.

Liability Insurance

The renter is required to provide proof of a Certificate of Liability Insurance for a minimum of \$2,000,000 listing Bethany Baptist Church as an "Additional Insured" with respect to and for the duration of the event/program. Proof of insurance is required **30 days prior to the event**. A referral for an insurance agent can be obtained from the church office.

Weddings & Banquets

Wedding bookings for the main auditorium or chapel is for 4 hours of facility use. These hours are to accommodate the event as well as any rehearsal/decoration time. A side room for the wedding party to use before the ceremony is included. These hours also apply to banquet bookings for the gym or lounge.

Rental Information

Rental Rates

Rentals of the larger facilities have a 3 hour minimum rate with hourly rates applied for each additional hour. When more than one facility is used, the rates for second and subsequent venues are discounted. Additional facility fee discounts are available to **registered charities**. Costs for event staffing are calculated separately based on the posted hourly rates and the duration required by the event. Facility fees do not include staffing charges. Quotes will be provided.

Facility Fees (staffing and equipment charges extra)		
Main Facility	Price (3 Hour Rental)	Each Additional Hour
Auditorium (up to 400 people)	\$385	\$85
Auditorium (over 400 people)	\$565	\$125
Chapel , Lounge, or Gym for Banquet	\$250	\$55
Secondary Facility (when used same day as main facility)		
Chapel, Lounge or Gym for Banquet	\$205	\$45
Youth Room, Gym (sports or light use)	\$140	\$40
Main Foyer (for stand up reception , max 75 people)	\$135	\$30
Wedding Ceremony (Includes 4 hours for setup & rehearsal)	Price	
Auditorium (up to 400 people)	\$705	
Auditorium (over 400 people)	\$985	
Chapel	\$430	
Independent Rentals *	Price (per hour)	Setup Fee
Gym (Sports)	\$100	
Gym (Other Activities)	\$50	
Youth Room	\$50	\$25
Small Meeting Rooms	\$25	\$15
* Events to be held during normal facility hours (9am-9:30pm Mon to Fri), otherwise additional staffing charges apply.		
Equipment Charges & Other Fees		
Large Sound System (band, singers, monitors, etc.)	\$50	
Small Sound System (1 - 3 mics) or Portable PA System	\$25	
Multi-Media Projection System (installed or portable)	\$50	
TV/VCR/DVD Cart	\$25	
Kitchen Fee	\$250	
Tablecloths	\$5/tablecloth	
Banquets & Receptions	Quote will be provided	
Staffing Rates		
Custodian	\$24.00/hr	
Sound Technician	\$35.00/hr	
Technical Assistant	\$23.00/hr	
Event Coordinator or Kitchen Supervisor	\$23.00/hr	
Setup/Teardown and Dishwasher Staff	\$14.00/hr	
<i>Audio/Video technician required for all A/V systems. Client is responsible to operate own computer unless specific arrangements are arranged ahead of time.</i>		

Rental Information

Appendix A - Bethany Baptist Church, Statement of Faith
Appendix B - Term and Conditions, General

Appendix A



We Believe...

- a. The Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity. (II Tim. 3:16)
- b. In the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy, and love. (I Timothy 1:17; Psalm 86:15; Deuteronomy 32:3-4)
- c. God created an order of spiritual beings called angels to serve Him and do His will. (Psalm 148:1-5; Colossians 1:16)
- d. God created people in His own image to have fellowship with Himself and to be stewards over His creation. (Genesis 1:26-28)
- e. Salvation is redemption by Christ of the whole person from sin and death. (2 Timothy 1:9-10; I Thessalonians 5:23)
- f. The Church is the body of which Christ is the head and all who believe in Him are members. (Ephesians 1:22-23; Romans 12:4-5)
- g. The ordinances of the church are baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). The Lord's Supper is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns (I Cor. 11:23-26).
- h. Religious liberty, rooted in Scripture, is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God. (Genesis 1:27; John 8:32; II Corinthians 3:17; Romans 8:21; Acts 5:29)
- i. Christians, individually and collectively, are salt and light in society. (Matthew 5:13-16)
- j. God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and new earth. (Ephesians 1:9-10; Revelation 21:1)

Appendix B: Terms and Conditions, General

1. The Applicant acknowledges that the facilities are operated in support of the religious mission of Bethany, and that Bethany operates the facilities primarily for use by members of the church, and for others who agree to abide by the terms and conditions of this agreement and act in accordance with the lifestyle guidelines consistent with Bethany's religious beliefs.
 2. The Applicant shall ensure that all of its agents, employees, invitees, and any other person attending the Premises for which the Applicant is legally responsible (in this agreement called the "Attendees") adhere strictly to all rules and regulations as outlined in the Bethany Church Policy Manual, and to advise all Attendees accordingly. Failure to adhere to, or comply with, said rules and regulations may result in the termination of this agreement without refund.
 3. The Applicant shall use only those premises specifically identified in this agreement.
 4. The maximum number of Attendees permitted to occupy the Premises shall be **1000**. It is the responsibility of the Applicant to limit guest attendance and to ensure this maximum capacity is not exceeded. Guests are not permitted to sit on the stairways, aisles or to impede the exits.
 5. Bethany requests that the Applicant clearly communicate the emergency procedures and exit locations at the start of the Event.
 6. The Applicant shall exercise the greatest care in the use and occupation of the Premises and adjacent portions of the Facilities and shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the rules and regulations governing the use of the Premises.
 7. The Applicant shall promptly report all damages to the Premises or property of Bethany to the Bethany staff representative. The Applicant shall be responsible legally, financially and otherwise for any damages to the Premises or property of Bethany as a result of the use and occupation thereof under this agreement.
 8. The Applicant agrees that it is the sole responsibility of the Applicant to determine the suitability of the Premises for its intended use and occupancy.
 9. The Applicant agrees that before commencing use of the Premises, the Applicant shall inspect the Premises and equipment located within the Premises, and shall notify Bethany of any condition that may render the Premises or equipment unsafe for use.
 10. The Applicant may be permitted access to the Premises prior to the event authorized herein subject to the approval of Bethany's Event Coordinator.
 11. Bethany requires that a custodian or appointed person(s) must be present at all times during the Event.
 12. The Applicant agrees that it will not use Bethany's name and/or logo on the Applicants publications other than to advertise the location of the event. The Applicant's contact information and organization name must be clearly stated on the publications.
 13. The Applicant is responsible for providing its own staff for event administrative services, such as ushers, greeters, parking attendants and security.
 14. The Applicant is responsible for receiving deliveries of goods associated with the event. The Applicant shall make arrangements for a representative to receive any such deliveries.
 15. The use of straight pins for securing decoration fabrics, confetti, rice, metallic sparkles, or other similar substances is not permitted in or around the Premises. Additional charges will apply for any wilful or excessive damage done to the facility during your event.
 16. Smoking, dancing, the consumption of alcohol, and the consumption of non-prescription drugs is prohibited on the Premises.
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17. Food or drinks are not permitted in the Auditorium or Chapel.
18. Building curfew is 10:00pm. The Applicant shall allow for enough time to clean up and vacate the premises within the allotted time.
19. The Applicant shall make arrangements in advance of the event to use or move any of Bethany's musical instruments (piano, drums, etc.).
20. The sound system shall only be operated by Bethany's sound technicians. Request for a Sound Technician should be made at the time of booking.
21. All special sound or lighting equipment used by the Applicant must be authorized in advance and the equipment must be installed by a qualified technician. All equipment must be removed immediately upon conclusion of your event or additional charges may apply for storage. Bethany's employees are prohibited from assisting with the set-up of specialized lighting or sound equipment.