

ST. JOHN'S UNITED CHURCH

75 Alma St. Moncton, NB E1C 4Y3
T: 858-8289 E: sjuc@nb.aibn.com

FACILITY RENTAL REQUEST and FEES

Date of Event:	Arriving at:	Time of Event: <small>(start and end)</small>
Rehearsal Date:	Arriving at:	Time of Event: <small>(start and end)</small>
Name of Organization:		
Nature of Event:		Expected Attendance:
Primary Contact:	Name:	
	Address:	
	Phone:	Email:
Insurance - 3rd Party Liability (required)		
Please purchase this additional coverage from your broker OR From this site: <small>(rates are extremely reasonable)</small> https://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance/ Covernote # 1505. Provide proof of insurance to the Church Office before event.		
Facilities Requested: <small>✓ check applicable</small>	<input type="checkbox"/> Sanctuary & Main Floor <input type="checkbox"/> Use of Kitchen <small>(main floor)</small> <input type="checkbox"/> Social Hall & Kitchen <small>(basement)</small>	<input type="checkbox"/> Main Floor Rooms <input type="checkbox"/> 2 nd Floor Rooms <input type="checkbox"/> Use of Kitchen <small>(basement)</small>
Equipment Requested: <small>✓ check applicable</small>	<input type="checkbox"/> Grand Piano <input type="checkbox"/> Elevator <small>(for wheelchairs/walkers)</small> <input type="checkbox"/> Table/Chair @ Event Entrance <input type="checkbox"/> Sound and Music Requirements <small>(ie Soloists, musicians, music stands, etc)</small> <small>(attach details to agreement – must be received at least two weeks in advance of event)</small>	<input type="checkbox"/> Organ <small>(permission from organist)</small> <input type="checkbox"/> Stage Extension <input type="checkbox"/> Other _____
Other Information:		
Fee:		
	TOTAL DUE :	

A deposit of \$100.00 is required at time of booking. The remainder of the fee is to be paid in full two weeks prior to the event. Payment is to be made by cash, e-transfer or cheque payable to *St. John's United Church*.

Signature: _____

Date: _____

Authorized by: <i>Sheri Brooks, Worship & Music (cc Music Director)</i>	Y	N	Date:
<i>Marlene Godfrey, Finance & Property Management</i>	Y	N	Date:
<i>Kimberley Buck de Jesus, Treasurer</i>	Y	N	Date: