

## Rental Information

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### Welcome

Thank you for considering Gracepoint Community 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. The following rental information should answer any questions you may have about renting our facility.

### Rental Availability

Choosing the right day and time for your event is important. Please note that in general, our facility is not available on **Saturdays and Sundays, long weekends, the last 3 weeks of December, and the week before Easter**. Rentals are filled on a first-come, first-served basis, with priority given to ministry programs and activities of Gracepoint Community Church. Our facility can be rented by individuals, non-profit organizations, businesses, and government. We give priority to any rental that helps us fulfill our purposes, including worship services, outreach and evangelism activities, and church fellowship. Rentals by the government are limited to polling stations and blood donor clinics. Our [rental rates and service fees](#) can be found on **Page 4** of this document.

### Our Purpose

We want to ensure that the activities that take place at our building are consistent with our spiritual beliefs and are respectful of the neighbours who live in the residential area surrounding our church. We therefore reserve the right to make bookings at our discretion.

### Church Facilities and Parking

We have the following space for rent:

- **Auditorium:** our largest gathering space with lecture style seating capacity up to **500 people**, or banquet style seating capacity up to **280 people**. The auditorium is equipped with a stage, sound, lighting, and a multi-media projection system.
- **Studio A:** our medium sized meeting space with a lecture style seating capacity up to **125 people** or banquet style seating capacity up to **80 people**. Studio A is equipped with a sound system and multi-media projection system.
- **Studio B:** our smaller sized meeting space with a lecture style seating capacity up to **75 people** or banquet style seating capacity up to **40 people**. Studio B is equipped with a sound system and a multi-media projection system.
- **Rooms 101 and 102:** our smaller “classroom style” meeting rooms with lecture style seating capacity up to 30-40 people. There is no sound system or projection system available in these rooms.
- **Gym Space:** for sporting events. There is access to basketball hoops, volleyball nets and floor hockey equipment. (These are included in the rental cost, but set up must be done by rental user)

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- **Parking:** we have ample parking available for large and small events. We are well equipped with accessible parking spots.
- **Commercial Kitchen:** we currently **do not rent out our Commercial kitchen space** to individuals or organizations.

## Caterer

We do not have an “in-house” caterer. However, we have a connection with a local catering company called Sheila’s Catering. They can be reached at 604-314-3542 or by emailing [sales@sheilascatering.com](mailto:sales@sheilascatering.com). If you are planning on bringing in your own food, or using your own caterer we may be able to accommodate counter space and a sink to use in our kitchen. Please inquire when booking.

## Bookings

- All booking requests and inquiries are to be made through our online booking form on our website, or by emailing [info@gracepoint.ca](mailto:info@gracepoint.ca)
- If you intend to advertise your event, please ensure you have approval of your booking prior to doing so.
- A rental deposit of **\$100.00** may be required when your booking is confirmed and approved. We will apply the deposit toward your final amount owing. Your deposit is refundable if you cancel more than ONE WEEK before your event date.
- We will email your invoice with the total amount due after your event. Payment is due within 30 days of receipt of the invoice. Please note, we do not charge GST. Payment is accepted by cash, cheque, e-transfer, or credit card. (If you prefer to pay ahead of time, please let us know)
- We require our Rental Agreement to be signed by all parties. The rental agreement will be emailed to you after your booking is confirmed and approved, along with a Facility Usage Form to be completed with details regarding your event.
- There are no pets of any kind to be brought inside our facility during any rental events or gatherings.
- Arrangements can be made to view our facility by contacting [info@gracepoint.ca](mailto:info@gracepoint.ca). Please do not show up to our facility without an appointment, as we may not be able to accommodate your request.

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- **Please note** that Gracepoint Church **does not allow** the consumption of alcohol, cannabis, non-prescription drugs or gambling or weapons of any kind on the church premises. Smoking and vaping are allowed outside only in designated areas; minimum 6 feet away from the building and away from windows and the entrance doors.

### Staffing during Events

**Security Host** - For all rentals that occur **outside office hours** (M-F; 9am-5pm) we will provide a Facility Host at an additional cost to the rental user of \$100 per event. The Facility host will provide access to the building, turn on/off lights, and lock up afterward.

**AV and Lighting Technician** - For all audio-visual and lighting needs, we provide our own trained technicians at an additional cost to the rental user. (See page 4 for service fees) We do not allow outside technicians to use any of our AV or lighting equipment.

**Set up Team** - All set-up and tear-down of tables and chairs are provided by Gracepoint and included in the rental fee, as well as the use of them.

### Liability Insurance

We want our rental users to be protected in case of accidents, so we require renters to provide proof of a Certificate of Liability Insurance for a **minimum \$2,000,000 listing Gracepoint Community Church as an “additional insured party”** with respect to and for the duration of the event. Proof of insurance is required at least 48 hours prior to the event. The options are, adding a rider to your homeowner’s policy or using your business insurance or purchasing special event insurance. You can arrange this through your insurance agency.

### Decorations

Please note that Church seasonal decorations take precedence over event decorations. Please confirm all planned decorations with the church office at least two weeks prior to the event. Decorations provided by the rental user must be removed upon completion of the event. In consideration of the church building, we ask that nothing be affixed to the walls or structure. The use of confetti, rice, metallic sparkles, or other similar substances is not permitted in or around the facilities. Open flame candles are permitted but must be enclosed in a chimney or hurricane holder.

For all other information or questions about renting our facility, please contact us at:

[info@gracepoint.ca](mailto:info@gracepoint.ca) or call our office (604) 538-1825 to speak to our facility coordinator.

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### Rates and Service Fees (Schedule "A")

The rates listed below are general rates to give you an idea of your rental cost. Quotes will be based on the exact needs of your event depending on service fees and staffing costs.

Facility Description	Rental Fee
<b>Auditorium</b> Lecture style – seating capacity up to 500 Banquet style - seating capacity (with tables) up to 280	\$1,200 per use
<b>Studio A</b> Lecture style- seating capacity up to 125 Banquet style- seating capacity (with tables) up to 80	\$400 per use
<b>Studio B</b> Lecture style- seating capacity up to 75 Banquet style- seating capacity (with tables) up to 40	\$300 per use
<b>Meeting Room 101</b> Lecture style seating capacity up to 40 chairs	\$100 per use
<b>Meeting Room 102</b> Lecture style seating capacity up to 30 chairs	\$100 per use
<b>Gym Use (for sports only)</b>	\$100 per hour
Type of Service	Fee
<b>AV Technician for Auditorium</b> (Includes use of sound system, lighting, screen, projector, stage set up and podium)	\$150 first 4 hours additional \$35 per hour AFTER 4 hrs
<b>AV Technician for Studio A/B</b> (Includes use of sound system, lighting, screen, projector, set up and podium)	\$120 first 4 hours additional \$25 per hour AFTER 4 hrs
<b>Facility Host (for events outside of office hours)</b>	\$100 per event
<b>Grand Piano Use (Auditorium only)</b>	\$150 per use
<b>Tablecloth Rental (white or black linen)</b>	\$10 per tablecloth