



Cates Hill Chapel Bowen Island, BC ⊕

Cates Hill Chapel Facility Rental Form

Name of Person/Group Booking Event: _____

Name of Contact Person (if different form above): _____

Contact Person Email: _____ Tel. #: _____

Address: _____

Are you a regularly attending member of the Cates Hill Chapel congregation? Yes ___ No ___

Description of Event: _____

Date(s) Required: _____

Times: Rehearsal: _____ Event: _____

Set up: _____ Take Down: _____

Any other information: _____

Approx. no of attendees/tickets being sold _____

Rental includes use of main Chapel, lobby, kitchen area and bathrooms. Limited parking is also available. Rental also includes items listed below, upon request at no additional cost (except piano) – please specify additional items required:

_____ Tables (8 available, approx.6’x30’)

_____ Podium

_____ Chairs (140 available)

_____ Piano (\$25 fee)

_____ Dishes and cutlery

_____ Music stands (6 avail)

See Terms and Conditions, Waiver and Fees attached.



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Terms and Conditions:

1. Per fire regulations, the maximum number of people in the church shall be 170 in the sanctuary and 60 in the foyer (if alcohol is served then 160 in the sanctuary and 60 in the foyer).
2. Renters must be respectful of neighbours in terms of parking, music volume, unloading vehicles, etc.
3. Artwork, wall-hangings and notice boards cannot be moved or adjusted without written permission of the Booking Coordinator.
4. The grand piano is very valuable and owned by Bowen Arts Council. It must not be moved or used without written permission from the Booking Coordinator.
5. Any damage to equipment or facilities, other than normal wear and tear, shall be the Renter's responsibility. The damage deposit will be returned if the facilities are left in satisfactory condition.
6. It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by Cates Hill Chapel as a result of the rental of the facility by the Renter.
7. The facility must be vacated and quiet by 1am Friday or Saturday nights, 12 midnight on all other nights.
8. Serving of alcohol, wine and beer (but no other alcohol), is permitted on condition that all appropriate licenses, Serve it Right certificates etc. are held by the Renters. It is the Renter's responsibility to know what is required and to comply with all regulations. (RCMP and BC Liquor Stores can assist with this).
9. All food must be prepared off the premises and brought into the premises only during the rental term.
10. Garbage must be taken away by the Renters at the end of the event, and not left for later pick up or left in Chapel garbage containers.
11. The building and immediate surroundings are smoke-free.
12. Use of rice or confetti is not allowed inside or outside of the building
13. Pets are not permitted inside the building.
14. Equipment, staging, displays, banners etc. must be removed at the end of the event, and not left for later pick up. The chapel must be left in satisfactory condition so as not to interfere with normal Chapel events, unless agreed upon in advance in writing with the Booking Coordinator.
15. Nothing may be affixed to the building interior or exterior, nor any alterations made without the written permission of the Booking Coordinator.
16. Cates Hill Chapel is not responsible for any cost or inconvenience due to a power failure, snow, storm or similar event beyond their control.



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17. Full payment must be made upon booking. A full refund will be given if notice of cancellation is given 48 hours prior to the start of the event. If less than 48 hours' notice is given then 50% (fifty) of the fee will be refunded.
18. Renters must write two separate cheques, payable to "Cates Hill Chapel", one for the amount of the damage deposit, one for the rental fee.
19. The attached waiver must be signed upon booking.
20. The cleaning fee may be waived if the renter opts to clean the facility themselves, leaving the facility in satisfactory condition in the opinion of the Booking Coordinator or designated representative.
21. Cates Hill chapel reserves the right to refuse rental to events that do not align with the beliefs and values espoused by the church, as determined by the pastor and/or elders of the church.
22. A program (or synopsis) of any performance to be held in the Chapel and two complimentary tickets must be provided to ensure the presentation is compatible with Cates Hill Chapel's beliefs and values.
23. Cates Hill Chapel or its designate reserves the right to terminate a function at their discretion and upon reasonable cause.

Waiver:

In consideration of being permitted to use certain lands and premises under the ownership of Smooth Stones Foundations an under the tenancy of Cates Hill Chapel (the "Premises") and other goods and valuable consideration, the undersigned agrees to save harmless and indemnify Smooth Stones Foundation and Cates Hill Chapel and their directors, elders, or officers, employees and agents (the "Indemnified Parties") from and against all actions, claims, demands, proceedings, suits, liabilities, losses, damages, costs and expenses of whatsoever kind or nature (including without limiting the generality of the forgoing in respect to death, injury, loss or damage to any person or property) arising in any way out of or connected with the use of the premises or chattels by the Undersigned (the "User").

I, _____, have read, and on behalf of the user, agree to be bound by this Rental Agreement, and the Terms and Conditions outlined above. I hereby warrant and represent that I execute this Rental Agreement of behalf of the User, and have sufficient authority, power, and capacity to bind the user with my signature given this _____ day of _____, 20____.

Signature of Renter

Signature of Booking Coordinator

Rental Agreement approved by Cates Hill Chapel this _____ day of _____, 20____.



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Rental Fees:

#	Facility or Service	Rental Fee	Total
	Facility Rental per hour	\$50	
	Piano Fee	\$25	
	Clean Up (food and garbage to be removed by renter)	\$100	
	Wedding (including rehearsal and Reception)	\$500	
	Wedding Reception (only) per hour	\$50	
	Student recitals per hour	\$30	
	Not-for-profit meetings per hour	\$30	
	Foyer only area per hour	\$25	
	Other	—	_____
	Total Fees for Event:		_____
	Damage Deposit	\$300	

Please include **two separate cheques** with your Rental Application Form, one for total fees and one for the damage deposit of \$300. Cheques should be made payable to “**Cates Hill Chapel**” and be **post-dated to the date of the event**.

Thank you and we hope you have a wonderful event!