

Wilmot United Church Application for Use of Facilities

Revised: December 2024

For office use only:

Approved: Yes No

Paid: Yes No

1. Organization applying for use of the facility (Lessee):

2. Contact Person: (Please print)

Phone: Email:

Address: Postal Code

3. Date(s) Requested: Time of event

4. Rental Time requested:

Set up	Duration of event	Clean up after event	Total Time (hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Estimated number of patrons attending event:

Estimated number of performers & organizers attending event:

Total:

Note Occupancy Limits:

Sanctuary (410 persons), Balcony (240 persons included in the Sanctuary total), Gymnasium (777 persons)

6. Type of Activity: Musical event **See below**

Other – please specify

Please provide information regarding specific needs: e.g., pre-concert rooms for performers, space needs, tables/chairs set up, entrances to be used, microphone expectations, other requirements & use of space. The more info we receive the better we can help meet your needs.

Note: Setup of the Sanctuary is to be completed by the Lessee. Upon completion of the event the Sanctuary is to be returned to its pre-event condition by the Lessee. The piano is not to be moved across floor heating vents. All wires that are potentially trip hazards must be taped to the floor or installed in wire raceways.

7. Non-Profit or Charitable Organization? Yes No
50% reduction in room rates for Non-Profit or Charitable Groups. _____

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8. The Lessee, prior to use, must provide an authorized liability insurance certificate in the amount of \$2,000,000 and in the name of Wilmot United Church.
9. Lessees are required to follow Wilmot's COVID protocols in place at the time of the event.
10. Please Note: Wilmot United Church and property are alcohol, drug and smoke free.
11. Wilmot is an Affirming Congregation, welcoming all into the life and ministry of our faith community, including persons of any age, ability, race, ethnicity, place of origin, sex, gender identity, sexual orientation, family configuration and social and economic circumstance.
The Lessee agrees to respect and honour these values while using Wilmot's facilities.

- | | |
|--|---|
| 12. Facilities requested: | <u>Fee</u> * |
| <input type="checkbox"/> Sanctuary | \$75 per hour plus \$20.00 per hour per supervisor/ custodian |
| <input type="checkbox"/> Gymnasium | \$40 per hour plus \$20.00 per hour per supervisor/ custodian |
| <input type="checkbox"/> Kitchen | \$40 per hour plus \$20.00 per hour per supervisor/ custodian |
| <input type="checkbox"/> Meeting Rooms | \$25 per hour plus \$20.00 per hour per supervisor/ custodian |
| <input type="checkbox"/> Fireside room | |
| <input type="checkbox"/> Board Room | |
| <input type="checkbox"/> Choir Room | |
| <input type="checkbox"/> Parlor | |
| <input type="checkbox"/> Wilmot Hall | |

Other fees:

Total Rental Cost: \$ **(Calculated by the office based on details indicated)**

- * Rentals longer than 6 hours will receive a 25% rate discount
- * Rentals where large groups of people are expected or where multiple access doors are used for the event, at least two (2) door supervisors are required
- * Inside centre Sanctuary doors are closed during events from Nov 1 – Mar 31 (side doors would be entrance into Sanctuary)

13. **Cancellation:** If you wish to cancel your booking, please notify the Wilmot Office (506-458-1066; wilmotuc@nb.sympatico.ca) at least **24 hr. in advance**. If your event is scheduled for Saturday, Sunday or Monday, cancellation requests must be received by noon of the preceding Thursday.

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You will receive a written acknowledgement of the cancellation from the Office. If cancellation notice is not received in time, the Lessee may be responsible to pay for supervisors' time (\$20/hr x 3hr = \$60 per supervisor).

14. The Lessee named have read and are familiar with the emergency evacuation procedures of the church. Wilmot will provide Fire Warden and Evacuation Leaders during events. Access to all emergency exits will be maintained during the events.
15. The Lessee agrees to pay SOCAN directly for any and all fees that may be applicable within the required time period stipulated by SOCAN. SOCAN license number:

Lessee Signature Printed Name
Date:

Wilmot Signature Printed Name
Date: