

REQUEST FOR RENTAL CONSIDERATION

Important: Please read this first

Thank you for expressing an interest in using the facilities of Forest Brook Community Church. Our facilities and resources exist for the advancement of the Christian mission, in both word and deed. As such, this is our first priority. We are pleased to offer the use of the church's facility to members of the larger community as we are able. However, we do not have the resources or manpower available to support every community request. By completing this form you are providing us with the information we need to determine whether or not we can appropriately support your rental request. **Please note: Completion of this form does not constitute a rental agreement with Forest Brook Community Church** – it is for our information purposes only. If it is determined by our staff that we are able to support your request you will be asked to complete a rental agreement at that time.

It is our commitment to respond to your request within five business days. Thank you for your understanding in this matter.

Please provide the following information as completely as possible

Name of contact person: _____

Date this form was completed: _____

Name of organization: _____

Is this organization incorporated as a Charity or Not-for-Profit? _____
(Incorporated Not-For-Profit Organizations will receive a 25% discount on space fees)

Contact information: (a) Phone number: _____

(b) E-mail address: _____

(c) Home address: _____

Date of your event: _____

(Groups that book for 3 different occasions in the same calendar year are eligible for a 25% discount on space fees)

Nature of your event: _____

Event start time: _____ Finish Time: _____

Set up time required: _____

Clean up time required: _____

Number of people expected: _____

A/V & sound needs expected: _____

Will this event include food? If so will it be :

Catered _____ or Provided by renter: _____

Room(s) Requested (See other side for list & space rental fees)

Other Fees:

- An Event Facilitator, provided by the church, is required to be present at all rental functions. The fee charged for this is \$15.00 per hour, including 15 minutes before your event and 30 minutes afterward. In the case of large events requiring multiple spaces, two Event Facilitators may be required.
- Event Facilitators are trained to operate equipment to meet very basic A/V needs. In case of events requiring more extensive needs, an authorized A/V technician may be required. The fee for this person is \$20.00 per hour.
- There may be other fees associated with your event which are not specifically outlined on this pre-form. These are outlined in detail in the rental agreement.
- All events must be completed by midnight.

Rental Fee Schedule

Location	Hourly rate	½ Day (4 hours)	Full Day (8 hours)	Fee for this event	Room Capacity
Sanctuary	\$85 / hr	\$286	\$550		600
Prayer chapel	\$34 / hr	\$115	\$210		40
Lounge	\$45 / hr	\$170	\$340		80
Lounge & Kitchen	\$79 / hr	\$286	\$540		
Gym (80 l x 55 w)	\$45 / hr	\$170	\$340		200 T/C - 500
Gym & Kitchen	\$79 / hr	\$286	\$540		
Kitchen	\$45 / hr	\$170	\$340		
Lower Auditorium	\$70 / hr	\$230	\$460		250
Lower Auditorium & Willow	\$98 / hr	\$342	\$684		250
Grove	\$39 / hr	\$142	\$275		80
Oak kitchen	\$39 / hr	\$142	\$275		45
Birch	\$29 / hr	\$88	\$176		25
Redwood	\$29 / hr	\$88	\$176		25
Willow kitchen	\$39 / hr	\$142	\$275		25
Maple	\$29 / hr	\$88	\$176		60
A/V Supervisor	\$20 / hr	n.a.	n.a.		
Sound Supervisor	\$20 / hr	n.a.	n.a.		
Event Facilitator	\$15 / hr	n.a.	n.a.		
Totals					

Terms of agreement (please read carefully):

1. Private and community rentals are permitted as long as there is no conflict with FBCC programming and no contradictions to FBCC practices.
2. Organizations and individuals will provide us with a valid "certificate of insurance" listing Forest Brook Community Church as "additional named insured".
3. No alcohol consumption is allowed without prior consent by FBCC and appropriate Liquor Permit. If the event includes a bar (cash or open) we require a **Smart-Serve** certified bartender to be in charge.
4. No smoking or illegal drug use is permitted in the building or on the premises.
5. No food or drink is permitted outside the areas agreed to in this contract.
6. Each rental group is responsible for the following:
 - a. Set-up of the area rented (tables & chairs for 200 are available)
 - b. Clean-up, including: returning tables & chairs to storage, vacuuming, dishes, garbage removal, etc.
 - c. Turning lights off when finished.
 - d. Reporting any damage or personal injuries that occur while using the facilities.
7. An Event Facilitator is a person designated by Forest Brook to be present at an event. This person's primary responsibility is to ensure that the facility is used in accordance with the terms of the rental agreement. The Event Facilitator will be available to help with climate control, access to supplies and opening/closing the facility, as per the pre-arranged terms of the rental agreement.
8. An A/V Supervisor is a person designated by Forest Brook to be present if A/V equipment is required. Adequate notice must be given to ensure availability. Forest Brook will make best attempts to provide such person. There is an additional one hour extra charge for set-up and close down times in addition to the event time.
9. A Sound Supervisor is a person designated by Forest Brook to be present if any sound equipment is required. Forest Brook will make best attempts to provide such person. Adequate notice must be given to ensure availability. There is an additional one hour extra charge for set-up and close down times.
10. Any reserved event is subject to change due to unusual and unforeseen circumstances (such as a funeral, an urgent church need, etc.) In the event of such a cancellation, a full refund will be made.
11. 50% of the rental fee will be given as a deposit at the time of the booking, and the balance is due at the conclusion of the event. Cancellations are 100% refundable if the event does not occur when 2 weeks' notice given.
12. A copy of this agreement will be kept in the FBCC office. Fees are for the use of space only. FBCC assumes no liability for personal injury or damage to property. Anyone renting space assumes full responsibility for any damage they cause and agree to repair or pay FBCC the cost of repairs.
13. A damage deposit (ranging from \$100 to \$500 depending on the nature of the event) will be paid no less than 24 hours before the event occurs. The deposit will be refunded 24 hours after the event (provided that no damage has been incurred).
14. Rental of space in this facility implies you will agree to the above terms and will be responsible for carrying them out.
15. By signing a Rental Request Form, you agree to the binding terms therein. **No** changes can be made after signing. If event goes beyond agreed upon times, a time and a half charge will be applied for overtime amounts.

Only a rental agreement signed by both parties constitutes a contract.
Please return your completed information form to: Forest Brook Community Church
60 Kearney Drive
Ajax, ON L1T 4N2
(905) 427-3442 ext. 100
[**rachel.kay@forestbrook.ca**](mailto:rachel.kay@forestbrook.ca)

For FBCC Office: Date received by FBCC: _____ By: _____
