

# Dominion-Chalmers United Church

## Facilities Rental Checklist

No tentative booking of Dominion-Chalmers United Church is given final approval before full disclosure of the event and all activities, equipment, and requirements has been made and agreed upon by DC administration. This document is an attempt to secure this disclosure. It is the responsibility of the renting party to secure permission from DC administration for all equipment/items/plans that are not described here in this document or that arise after submission of this document. Failure to do so in a reasonable and timely manner may result in approval for the booking being revoked by DC administration.

A 35% deposit for the total expected rental charges is required upon the signing of the rental agreement.

Wheelchair accessibility, fire safety, and traffic flow must be maintained in and around the building at all times during an event.

Renting parties must provide a copy of their liability insurance to DC. Proof of fully filed \$2m liability insurance is required before any booking is given final approval.

DC is an historical site and the responsibility for ensuring the integrity and safety of the building and its contents resides with the renting party. It is essential that the renting party provide sufficient and adequately trained staff be available to ensure this.

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## ***Event Information***

Please describe your event and its purpose:

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Please describe the various components of your event (eg. concert, intermission, luncheon, workshops, dance, drama, etc):

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Number of volunteers required to ensure the smooth functioning of the event (eg. ushers, ticket takers, ticket sales, merchandise sales, security, parking attendants, set up, clean up, kitchen, servers):

DC may be able to assist with your volunteer requirements. Please indicate how many volunteers you are requesting DC provide:

**Note:** DC will provide a resource package for all volunteers to be familiar with.

## **Event Information, continued...**

**Anticipated attendance:**

**Number of performers/speakers/etc:**

## ***General Room Requirements***

**Note:** All loading and unloading of equipment is to happen through the Cooper Street entrance.

### **Rehearsal schedule**

Arrival:

Departure:

List of rooms required:

Entrances to be used:

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### **Set up schedule**

Arrival:

Departure:

List of rooms required:

Entrances to be used:

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### **Event schedule**

Event start:

Event end:

List of rooms required:

Entrances to be used:

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### **Tear down / Clean up schedule**

Arrival:

Departure:

List of rooms required:

Entrances to be used:

**Note:** If expected start and end times are exceeded, custodial overtime charges will apply in the amount of \$60 for each hour or less.

## ***Auditorium***

### **General Rules**

Water is allowed in the auditorium. No other food or drink is allowed within the room.

### **Stage Space**

Please indicate whether or not you will need the stage space to be cleared, and any other stage requirements you may have:

**Note:** The organ on the stage cannot be moved. Moving the stage piano requires an extra tuning charge of \$400 to be paid by the renting party.

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### **Power requirements**

Please describe your power requirements in the auditorium:

**Note:** It is the responsibility of the renting party to secure any power sources beyond what DC provides. Supplementary generators must be approved by DC. Space will need to be reserved for the placement of generators.

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Other power notes:

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### **Lighting requirements**

**Note:** The lighting which DC has available in the sanctuary cannot be reaimed or reprogrammed by renting parties. Only DC approved personnel may alter the existing lighting configuration. This service is available at an additional cost.

Please describe any changes in the existing lighting configuration you will need:

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Please describe any supplementary lighting you will be supplying/using:

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**Note:** All supplementary lighting must be approved by DC administration.

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Other lighting notes:

## Auditorium continued....

### Sound system & projector requirements

Only personnel approved by DC administration may set up, configure, or make use of the auditorium sound system.

What specific DC audio or projection equipment do you expect to make use of:

**Note:** DC can provide expert personnel to set up and/or operate this equipment on your behalf.

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Please indicate if you wish to seek approval by DC for alternate set up and operation personnel:

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Please describe any supplementary audio or projection equipment you will be supplying/using:

**Note:** All supplementary audio and projection equipment must be approved by DC administration.

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Please describe any of the DC music instruments / equipment you expect to make use of (organ, pianos, music stands, etc):

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Other audio and projection notes:

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### Other

Please describe any other planned uses (eg. sound recording, filming, etc) you have:

## ***Other available services***

### **Green Room Private Services**

Green room areas (including private boardroom, separate private bathrooms, internet access, minifridge, etc) are available at additional cost. Please indicate if you wish to make use of the green room areas:

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### **Promotional Services**

DC offers various promotional services to help make your event successful, including advertising on the DC Presentations website, online ticket sales (small percentage of ticket sales goes toward service charges), and print services for the production of posters, programs, tickets, and more (at additional cost).

**Note:** Pricing will be determined based on requirements. Not all services are always available.

Please describe any promotional services you would like to take advantage of:

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### **Custodial services**

Custodial services are included in your rental fee. This includes having bathrooms in appropriate order, opening of required access doors, and emergency custodial services during the event.

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### **Kitchen Services**

The DC kitchen is fully equipped with stoves, dishwasher, freezers, and refrigerator. Please describe any expected use of the kitchen facilities, and the equipment expected to be used:

**Note:** Any extra equipment is the responsibility of the renting party, and must be approved by DC administration.

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### **Parking requirements**

On-site parking is very limited during business hours on weekdays, though more parking is available during non-business hours and on weekends.

Please describe your expected parking requirements:

## Other available services, continued...

### Reception Equipment

Please describe the various types and amount of reception equipment you will need (eg. tables, chairs, etc), and where they need to be located:

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### *Event Restrictions*

So that we are aware of the restrictions being placed on guests attending your event, please provide the following information.

**Note:** Unless special arrangements are agreed to, Dominion-Chalmers is not responsible for enforcing any event restrictions.

Will you be allowing video taping at the event?	YES	NO
Will you be allowing flash photography at the event?	YES	NO
Will you be allowing non-flash photography at the event?	YES	NO
Will the balcony be open during the event?	YES	NO

What time will the doors open to allow the public in for the event?

What is the cut off age where a guest does not need a ticket?

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### *Other Information*

Please describe any other requirements, intended uses, etc, that will help to more fully describe your event:

## ***Signature***

Signature of the renting party, indicating that they have read and understand this document and that the information provided is thorough and accurate.

Signature

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Name

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Date

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