



111 Larch Street | Sudbury, Ontario P3E 4T5 Canada | 705 675 5303 | [www.st-andrews.ca](http://www.st-andrews.ca)

## **ST. ANDREW'S PLACE FEE FOR SERVICE AGREEMENT**

Date of Application: \_\_\_\_\_

### **CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Name of Organization \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Declaration as "Not for Profit"  Y  N

### **RENTAL INFORMATION**

Space Required: \_\_\_\_\_

Date Required: \_\_\_\_\_

Time of event: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

*(\$100 Damage Deposit must be paid for events over one hundred people)*

Equipment Requested: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Insurance (groups over 101 people) \_\_\_\_\_ Copy Received  Y  N

### **PAYMENT INFORMATION**

Amount Payable \_\_\_\_\_ HST \_\_\_\_\_

Less 50% Deposit \_\_\_\_\_ Insurance Fee (Over 101 people) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Invoice  Y  N

Payment Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_



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## SPACE RENTAL INFORMATION

<p><b>ACTIVITY HALL</b></p> <p><u>General Price</u>          \$275 room only          \$325 with use of kitchen</p> <p><u>Non-Profit Price</u>          \$135 room only          \$200 with use of kitchen</p>	<p><b>KITCHEN</b></p> <p><u>General Price</u>          \$250 full use of kitchen          \$ 100 no cooking</p> <p><u>Non-Profit Price</u>          \$125 full use of kitchen          \$50 no cooking</p>	
<p><b>111 Lounge</b></p> <p><u>General Price</u>          \$160 up to 50 people          \$220 up to 75 people</p> <p><u>Non-Profit Price</u>          \$125 up to 50 people          \$170 up to 75 people</p>	<p><b>CHAPEL</b></p> <p><u>General Price</u>          \$125</p> <p><u>Non-Profit Price</u>          \$125</p>	
<p><b>SANCTUARY</b></p> <p><u>General Price</u>     \$350 room only, \$490 all in (sound booth, lights, chairs and technician)</p> <p><u>Non-Profit Price</u> \$175 room only, \$345 all in (sound booth, lights, chairs and technician)</p> <p style="text-align: center;"><i>Extra costs for Sanctuary</i>          Clearing of Dias \$50, Piano \$125, Piano moved to Dias \$200, Minister \$220</p>		
<p><b>TERRACE</b></p> <p><u>General Price</u>     \$200 space only, \$450 all in (Chairs and speakers)</p> <p><u>Non-Profit Price</u> \$150 space only, \$300 all in (Chairs and speakers)</p>		
<p><b>BISCHOFF EAST AND WEST</b></p> <p style="text-align: center;">\$ 200 full day          \$ 160 half a day</p>	<p><b>BISCHOFF EAST</b></p> <p style="text-align: center;">\$ 165 full day          \$ 135 half a day</p>	<p><b>BISCHOFF WEST</b></p> <p style="text-align: center;">\$105 full day          \$85 half a day</p>
<p><i>To rent Bischoff East or Bischoff whole room with use of the Terrace add \$200 to rental cost</i></p>		



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### **ST. ANDREW'S PLACE USE OF SPACE AGREEMENT**

1. The space to be used and the dates and times of use by the User are set out in The Service Agreement.
2. Full payment, including a damage deposit and proof of insurance is required at least one week in advance of the event.
3. A \$100.00 damage deposit is required for events hosting more than 100 people. Payment may be made by cash or cheque.
4. Requests for equipment, services or additional use or hours which have not been included in the Service Agreement cannot be guaranteed. If it is possible to meet these extra requests, appropriate charges will be applied.
5. Any cancellations made by the User after the Service Agreement has been signed will be subject to a \$50.00 cancellation fee. This includes cancelling on the day of the event.
6. St. Andrew's Place may cancel a booking at any time without penalty should the Church require the use of the space for a funeral that cannot be rescheduled. Any deposits paid by the User will be returned.
7. The User takes responsibility for returning the equipment in good condition.
8. If alcoholic beverages are being served, a Special Occasions Permit must be obtained by the User. A Copy of the permit must be given to St. Andrew's Place one week prior to the event. The User is responsible for ensuring that the distribution and consumption of the alcoholic beverage is done in accordance with LCBO regulations.
9. A \$100 damage deposit is required for events hosting more than 100 people.
10. Booking beyond 10pm will require the User to pay for after hours security.
11. Users must assume their own property and personal liability while on the premises of St. Andrew's Place through their own insurer or by purchasing through St. Andrew's Place. St. Andrew's Place is not responsible for lost or stolen property. Deposits will not be reimbursed if there is property damage or if there was excessive clean up.



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12. Users are responsible for set up and clean up of their event. All areas used by the User shall be left in the same condition as it was prior to the event.
13. Decorations must be approved by St. Andrew's Place and they must be fastened to the wall with an approved method. All decorations are to be removed at the completion of the event or next day if prior arrangements have been made. Any items left on the premises after the User has vacated are left to the discretion of St. Andrew's Place.
14. A discounted rent is available to Users who are declared to be not for profit. This applies to certain spaces only.
15. Users must respect the occupancy limit of the rooms used as per Fee For Service Agreement.
16. Smoking is not permitted in the building. If you wish to smoke you must do so at least 30 feet from the doors of the building.
17. St. Andrew's Place Staff have the right to remove anyone who is being disorderly.
18. Use of space does not include parking. Metered parking is available on Larch St. or off of Medina Laneway. Please make your own arrangements.
19. Users may put up posters for their event in the designated areas only, to be determined by St. Andrew's Place staff.
20. A \$20 fee will be charged for any NSF cheque.
21. The renter is fully responsible for closing the doors of the rental space in the case of a fire. There is a sign in sheet for both the 2nd floor activity hall and the sanctuary.

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Print name of User/Representative of User

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Signature of User/Representative of User

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Date