

# Wilmot United Church Application for Use of Facilities

Revised: September 15, 2020

1. Name of organization applying for use of the facility: \_\_\_\_\_

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)

5. Estimated number of persons attending event: \_\_\_\_\_

Estimated number of performers attending event: \_\_\_\_\_

Total: \_\_\_\_\_

Note Occupancy limits;

Sanctuary (410 persons)

Balcony (240 persons included in the Sanctuary total)

Gymnasium (777 persons)

\*Please note that all rooms capacity are subject to Covid spacing regulations.

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

Other - please specify \_\_\_\_\_

Please provide info regarding specific needs: ie pre-concert rooms for performers, space needs, tables/chair 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.

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Note: Setup of the Sanctuary is to be completed by the organizers. Upon completion of the event the Sanctuary is to be returned to its pre-event condition by the organizer. The piano is not to be moved across floor heating vents.

7. Non-Profit or Charitable Organization? Yes or No \_\_\_\_\_

50% reduction in room rates for Non-Profit or Charitable Groups. \_\_\_\_\_

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8. Facilities requested: Fee \*
- ( ) Sanctuary \$75 per hour plus \$13.25 per hour per supervisor/ custodian
  - ( ) Gymnasium \$40 per hour plus \$13.25 per hour per supervisor/ custodian
  - ( ) Kitchen \$40 per hour plus \$13.25 per hour per supervisor/ custodian
  - ( ) Meeting Rooms \$25 per hour plus \$13.25 per hour per supervisor/ custodian
  - ( ) Fireside room
  - ( ) Board Room
  - ( ) Choir Room
  - ( ) Parlour
  - ( ) Wilmot Hall

**Total Rental Cost \$\_\_\_\_\_ (To be calculated by the office based on details indicated)**

- \* rentals longer than 6 hours will have a special rate (*a 25% discount*)
- \* for rentals where large groups of people are expected or where multiple access doors are expected for the event (2) door supervisors are required
- \* inside centre Sanctuary doors are closed during events from Nov-Mar 31 (side doors would be entrance into Sanctuary)

9. The user, 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.
10. The users named \_\_\_\_\_ have read, and will follow the requirements for evacuation of the church as indicated in the Evacuation Procedures. Fire Warden and Evacuation Leaders During Events are the responsibility of the event organizers. Access to all emergency exits will be maintained during the events.
11. The undersigned agrees to pay SOCAN directly for any and all fees that may be applicable within the required time period stipulated by SOCAN.  
SOCAN licence number: \_\_\_\_\_
12. All renters are required to complete a Covid Operations Plan, once you submit your rental request you will be sent a draft plan that you can adapt.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

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