

Wilmot United Church
Application for Use of Facilities

Revised: March 2022

For office use:
Approved? Yes No
Paid? Yes No

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 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 info 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 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. 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. Facilities requested: Fee *
- Sanctuary \$75 per hour plus \$14.00 per hour per supervisor/ custodian
 - Gymnasium \$40 per hour plus \$14.00 per hour per supervisor/ custodian
 - Kitchen \$40 per hour plus \$14.00 per hour per supervisor/ custodian
 - Meeting Rooms \$25 per hour plus \$14.00 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, at least two (2) door supervisors are required

* inside centre Sanctuary doors are closed during events from Nov-Mar 31 (side doors would be entrance into Sanctuary)

Note: 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 Friday. You will receive a written acknowledgement of the cancellation from the Office. If cancellation notice is not received in time, the renter may be responsible to pay for the door supervisor's time (NB labour relations) \$14/hr x 3hr = \$42.

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 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.
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 license number: _____
12. All renters are required to follow our Covid Protocols that are in place at the time of the event.

Signature _____ Printed Name _____

Date: _____