



Church of Christ Wetaskiwin Facility Rental



4708 50 Avenue
Wetaskiwin, AB T9A 0R7

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Frequently Asked Questions

Q: What is included in my booking?

A: Booking include use of the parking lot, basement hall, kitchen, and restrooms.

Q: Can we use the kitchen?

A: Our kitchen doesn't have an exhaust, so cooking is prohibited. You can use it to heat up your pre-cooked food, bake, and wash dishes.

Q: What equipment is available for renters to use?

A: 6 x 6ft rectangular tables and 50 chairs. Sound mixer, microphone, projector, and linens available for rent.

Q: How do I gain access to the venue for my event?

A: An authorized member of the admin team will open the facility for any visits before the event. The key will be provided to the renter on the day of the event, or prior based on what is discussed. Failure to return the keys will result in the loss of your damage deposit.

Q: Can we serve alcohol in the event?

A: Alcohol is prohibited within facility grounds.

Q: What is the seating capacity of the basement hall?

A: 60 people

Q: What about parking?

A: We offer a large parking lot that can accommodate up to 40 vehicles. There is also extra parking available to the public across the street.



Rental Application

Contact Information

Name:

Mailing Address:

Phone Number:

Email Address:

Rental Request

Rental Date:

Start Time:

End Time:

Please include setup and clean up time with the start and end time.

Type of Event:

Est # of People:

of Tables Needed:

of Chairs Needed:

Rates

<input type="checkbox"/>	Basement Hall	less than 4 hours	\$100
<input type="checkbox"/>	Basement Hall	more than 4 hours	\$150
<input type="checkbox"/>	Sanctuary Hall	full day	\$300
<input type="checkbox"/>	Usage of Sound Equipment		\$50

Damage Deposit* **\$100.00**

*** A \$100.00 damage deposit is required for all bookings. The damage is held by the Recreation Ministry and once the facility has been checked, the damage deposit is returned to the main contact person.**

A cleaning fee of \$50-150 will be charged depending on how the facility is left after the rental time.

Important Information

1. Rental payment needs to be made at the time of booking.
2. Damage to walls caused by decorations may be deducted from your damage deposit. You are free to use green painter's tape and small pins.
3. Ensure that requested start and end time is adequate for setup and clean up. Time will not be extended if you are late. Each hour later than what is stated in the application is a \$20.00 penalty.
4. Acceptable methods of payment are such: Cheque, E-transfer, and Cash.
5. A \$50.00 admission fee will be applied to all cancellations and notice of cancellation needs to be given a minimum of 5 business days prior of rental date.
6. It is the host's responsibility to pay for any damages that may occur to the room during the booking. Failure to pay for damages will result in the host being unable to book facilities in the future. Any damages to the facility will be assessed by the Recreation Ministry and will be invoiced to the host of the booking.
7. All rentals are non-refundable within 5-business days before the rental date.

PLEASE READ AND SIGN THE RENTAL WAIVER LOCATED ON THE FOLLOWING PAGE.



Terms & Conditions

Tours

1. Visits to the church in advance of the event must be coordinated with the Recreation Ministry and should be limited to the extent possible.

Facility Usage

1. All use of the facilities at Christ's Church Corridor Wetaskiwin (CCCW) is restricted to the space that is rented out.
2. The church property is not to be used for purposes to promote a particular political party or candidate.
3. Smoking in the building is not permitted.
4. The renting party and attendees must not engage in any illegal or inappropriate behavior.
5. The church building will be unlocked at the starting time of the function, unless otherwise arranged.
6. Use of the church office phones, copier, or other equipment is not allowed.
7. The facility must be left in the exact same or better condition than at the beginning of usage.
8. The renting party is responsible for any damage to the building during its use and for any extra cleaning required as a result of its use. The Church, in its sole discretion, may use such amount of the Damage Deposit to defray any damage costs. Additional costs must be paid by the renting party.
9. Before the premises are vacated, the responsible person must check that:
 - All non-essential lights are turned off and all windows are locked
 - Restrooms are clean and no water is left running
 - All rooms used by the renting party are left clean
 - Any equipment used is returned clean to its designated location
 - Tables/chairs are put away properly
 - Doors are locked
 - Garbage and trash have been taken care of by the renting party

Food and Drinks

1. Use or service of alcoholic beverages is prohibited.
2. The renting party is required to supply its own linens, dinnerware, silverware, pots, pans, and other utensils, unless expressly agreed to prior to the rental.
3. The kitchen is not equipped with an exhaust system, therefore, it is not to be used for any cooking other than reheating and prep.

By signing this agreement, the undersigned agree to comply with all of the terms and conditions set forth therein. Failure to adhere to such terms and conditions may result in immediate loss of the renting party's privileges to use the church facilities and loss of the renting party's security deposit.

Total cost: _____ Date: _____

Total amount paid: _____ Date: _____

Total amount to be paid: _____ Date: _____

Authorized Signatory
Over Printed Name

Signature of Renter
Over Printed Name

Date: _____

Date: _____