

**All Saints' Anglican Church  
Facility Rental Request**



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

Date of Event: \_\_\_\_\_

- SPACE:**    Parish Hall  
 Benfield Room  
 Kitchen **\*See Non - negotiable Guidelines\***  
 Lounge or upstairs room  
 Sanctuary    approved by \_\_\_\_\_  
 Other \_\_\_\_\_

**CHARGES \$** \_\_\_\_\_

**SECURITY DEPOSIT:** **Fee: \$100.00**  
A cheque for this amount, payable to All Saints' Church, must be provided in advance of the event as a deposit against possible damage; it will be returned, un-cashed, when no damage is determined by All Saints' Management.  
 **All Saints' Security Information provided to contact person.**

Name of Group/Person Renting: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Ph. \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_ Photo ID: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Time required:** from \_\_\_\_\_ until \_\_\_\_\_

**LIABILITY INSURANCE: (a requirement for rental)**

- Have own liability insurance proof required NO FEE  
 Have no liability insurance; rider on church policy \$54.00 **FEE \$** \_\_\_\_\_

**EQUIPMENT REQUIRED:**

- table # \_\_\_\_\_ (size 30" x 72")       chair# \_\_\_\_\_  
 projector (no computer supplied)     screen  
 P.A. system                                       wireless

If possible, draw plan for setup on the back of the sheet

**FOOD AND BEVERAGE:**

- N/A    Have own catering  
 ACW catering  
 All Saints' Anglican Church approved caterer, "Jeff Wright, To Your Kitchen Catering"

*Alcohol with LCBO permit only. Permit must be filed with the office 5 days prior to event.*

**TOTAL CHARGES \$** \_\_\_\_\_

**Payment is required 5 days in advance of the event.**

**Cancellation after payment is made will be subject to a \$50 administration fee.**

**I agree to all terms & conditions.**

**Renter:** \_\_\_\_\_  
(Signature) (Date)

**Office use only: Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_