

Calgary First Mennonite Church

Facility Rental Application	
Applicant Name:	Organization (If Applicable):
Address:	Primary Phone:
	Secondary Phone:
	Email:

Event		
Description		Estimated Attendance:
Date	Extra Date for set up or rehearsal	

Requested Usage	From (time)	To	Total Hours
Sanctuary			
Sanctuary - Set up/Rehearsal			
Lower Auditorium			
Lower Auditorium – Set up/Rehearsal			
Kitchen (Serving Kitchen Only)			

Please Note: Significant Usage beyond the hours listed may result in additional fees.

Other Requests	Yes	Not needed	
Sanctuary Sound System			
Lower Auditorium Sound System			
Piano Tuning			
Moving The Piano			
Clearing of Platform (except for Piano)			
Table/Chair set-up (additional fee may apply)			

Please indicate any other needs or requests:

I understand that as the event representative, I will handle all financial details and will be present at the event. I declare the above stated information is true and correct to the best of my knowledge, and understand my reservation is subject to cancellation, penalty, and/or additional fees if the rental reality differs materially from the information stated above.

I HAVE READ THE RENTAL POLICY AND THE ASSOCIATED TERMS & CONDITIONS AND I UNDERSTAND THAT BY SIGNING BELOW, I ACKNOWLEDGE AND WILL ADHERE TO ALL OF THE TERMS OF THE RENTAL AGREEMENT.

Applicant's Signature: _____ Date: _____

Calgary First Mennonite Church

Full payment is due after the rental has been accepted by Calgary First Mennonite Church.
Any additional charges are due immediately upon completion of the event.