

## St. Andrew's United Church – 2024 Space Booking Form

Please read *St. Andrew's Building Usage Policy and Rates* on our website and consult the Church event calendar before booking a space (also located on the website). If you have questions, please contact the Church office at 306-783-4157 or by email at: [manager@standrewsyorkton.ca](mailto:manager@standrewsyorkton.ca)

<b>Event Information</b>
Please tell us who is booking space:
<input type="checkbox"/> Organization <input type="checkbox"/> Individual
Organization or Individual Name:
Name of Event:
Will you be charging admission for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contact Information</b>
First Name:
Last Name:
Email Address:
Phone number:
<b>Space Use Agreement – please check</b>
<input type="checkbox"/> I have read the St. Andrew's Building Usage Policy and agree that my event would abide by all requirements of the policy.

<b>Space and Date Requirements</b>				
Please provide detailed information regarding all space or spaces and date or dates required below:				
Space Required	Date(s) of Event	Start Time	End Time	What will the space be used for?

<b>Office Use Only</b>
Date received:
Date Approved:
Fees assessed:
Confirmation with user date:
Notes:

## St. Andrew's United Church - Rental Rates 2024

Space	Daily Amount	Note	Space Capacity
<b>Sanctuary</b>	\$175	5 hours or more	192
	\$100	4 hours or less	
	\$20	Use of piano	
<b>Lower Hall</b>	\$100	5 hours or more	167
	\$60	4 hours or less	
	\$25	Use of Kitchen	
<b>Lower Hall Lounge</b>	\$25	Per day	30
<b>Upper Hall</b>	\$50	5 hours or more	94
	\$25	4 hours or less	
	\$15	Use of Kitchen	
Use of Church Audio Visual equipment and Technician	\$150	Per Day	
Lost Key	\$150		
Clean-up Fee - no charge if you clean up as per the rental agreement.	\$150		
Opening and Closing Fee if required	\$50	Per day	
If you are charging admission for your event the fee will be 15% of ticket sales if it is above the rental charge.			
Full-day bookings may set-up the evening before if the space is available at no cost.			