

Broadview Evangelical Free Church
350- 30th Street North East
Salmon Arm, BC
V1E 1J2

Phone: (250) 832-6366

e-mail: office@befc.ca

Facility Use Rental Agreement



Facility Use Rental Agreement

Broadview Evangelical Free Church is the owner and rental authority for the entire facility. All rental agreements are to be made through the Church office.

The primary function of the facilities and properties of the Broadview Evangelical Free Church is to serve the programs and functions of the church, and to meet the needs of the church membership in serving the Lord. When possible, the facilities will be made available to the general public for weddings, funerals and other activities that are authorized by the church office. **All of the properties of the church are wholly dedicated to God, and as such all activities should be conducted in such a way as is pleasing to God.**

Bookings are considered firm upon receipt of the signed agreement from the rental group. There may be times when Broadview Evangelical Free Church may have to pre-empt an event for an urgent, unforeseen church need. Broadview Evangelical Free Church reserves the right to refuse any rental if it does not meet with the approval of the Building Management Team.

BEFC Rental Rate Schedule Effective Oct. 1, 2020**Rooms:**

Gym	\$95/h (Max - \$475/day)
Chapel	\$50/h (Max - \$250/day)
Foyer	\$35/h (Max - \$175/day)
Nursery	\$25/h (Max - \$125/day)
Other rooms	\$19/h (Max - \$95/day)
Kitchen - Full (includes dishes)	\$50/h (Max - \$250/day)

Honorariums:

A/V Technician	\$25/h (Minimum 2hr)
Sound Technician	\$25/h (Minimum 2hr)
Kitchen Supervisor if needed	\$25/h (Minimum 4hr)

Fees:

Chair set up/take down (if done by us)	\$.65 each	
Table set up/take down (if done by us)	\$2.50 each	
Custodial hours	\$30/hr	Min 2 hrs for GYM rental Min 1 hr for all other rentals

Miscellaneous:

Charfer fuel pots	\$8.50 each
Table cloth - round (30)	\$8.50 each (dry-cleaning)
Table cloth – rectangular (25)	\$8.50 each (dry-cleaning)
Wooden posts	\$10 for all

Catering:

Funeral Tea	Food Services Leader to determine. Approx \$4/person
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Specifics:

Round Tables	35	
Long Tables (3x8') Plastic	15	
Long Tables Wooden	20	\$3.00 each for renting offsite
Fabric Chairs	600	
Chapel capacity (rows)	200	
Chapel capacity (round tables)	120	
Gym capacity (rows)	700	BEFC has 600 chairs approx
Gym capacity (tables)	375	

Notes:

Only use non-marking equipment and footwear in gymnasium

Please complete the following 2 pages and return to Broadview Evangelical Free Church office for processing

To Be Filled Out and Returned to BEFC

Name of person, group or organization **and** purpose: _____

Contact person (person responsible): _____ Telephone #: (____) _____

Mailing Address: (Street) _____

City/Prov.: _____ Postal Code: _____

Email: _____

☐ One Time event ☐ Regular event (Specify frequency): _____

Date(s) requested: _____

Time you wish to Arrive: _____ Depart: _____ Start time of Event: _____

Group Size: _____

Areas needed:

- ☐ Main Auditorium (Gym)
- ☐ Chapel (Old sanctuary)
- ☐ Meeting Room (ie: Lower Fireside)
- ☐ Classroom
- ☐ Kitchen
- ☐ Youth Room
 - ☐ Kitchen
 - ☐ Sound System
- ☐ Field
- ☐ Other - _____

Equipment Needed:

- ☐ Video or Sound Equipment (Technician may be required \$25 / hr.)
 - ☐ We require the use of a Sound and/or Computer Technician for the duration of _____ hours.
 - ☐ Sound System: # of microphones _____
 - ☐ Video Projector
 - ☐ Musical Instruments (please specify): _____

Furnishings

- ☐ Tables – Type: ☐ round ☐ long wooden ☐ long plastic number: _____
- ☐ Chairs - number: _____
- ☐ Table Cloths – number & shape: rectangular: _____ round: _____

Writing / stationary needs ie: pens/pencils, paper, markers etc. not included.

RENTAL AGREEMENT

By my signature below, and on behalf of the rental group, I agree to the following:

- ***I have fully read and understand the rental contract and agree to take responsibility.***
- The group will operate within the rental terms & conditions.
- **Smoking or consumption of alcoholic beverages is not permitted inside the building.**
- Offensive language or behavior is not permitted on church property.
- **A church video or sound technician must be present when any church video or sound equipment is being used.**
- The rental group covenants to adhere to any and all Interior Health Authority policies, guidelines, and procedures pertaining to the handling and service of food and/or beverages.
- Persons, groups or organizations using the facilities shall be responsible for repair costs for any damage to the building, property or equipment which occurs during their event.
- The rental group agrees to leave all equipment and the building in the same condition as at the time of their arrival, less normal wear.
- I will make arrangements for the group to reimburse Broadview Evangelical Free Church for any damages to the building and/or equipment beyond normal wear as determined by Broadview Evangelical Free Church building Management Team. If equipment is lost, I will arrange for the rental group to pay the cost of replacement, as determined by Broadview Evangelical Free Church Building Management Team.
- The rental group covenants with Broadview Evangelical Free Church to indemnify and save harmless the Church against and from any and all claims, including claims for bodily and/or other personal injury or property damage arising from any conduct or any act of negligence and/or omission of the rental group, and against and from all costs, counsel fees, expense and liabilities incurred in or about any such claim or action or proceeding brought thereon, whether such claim is considered as resulting from the rental group's activity on or off the church premises. Accident and Liability Insurance are recognized to be the responsibility of the rental group. The renter may be required to provide acceptable proof of insurance coverage.
- Broadview Evangelical Free Church shall not be liable or responsible in any way for any loss or damage to any property belonging to the rental group for which the rental group may be responsible whether such property is on or off the premises.
- I understand that the church has several rooms available for rent and reserves the right to book groups in any of these locations any time.
- Broadview Evangelical Free Church reserves the right to charge a damage deposit fee.
- The renter has been provided with a copy of the Facility Rental Agreement. **The renter, by signature below, agrees to abide by all parts of this Facility Rental Agreement.**

Signature: _____

Date: _____

Please return signed copy to:

**Broadview Evangelical Free Church
350 30 Street North East
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