

# Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"*

## CHURCH USE RENTAL REQUEST



Prior to filling out and sending this form please visit our up to date online calendar at <http://ralphconnor.ca/calendar>

### Contact Information

Name of Applicant:

Name of Organization (if applicable):

Email Address:

Phone Number:  Cell Number:

### Event Information

Date of Event:

Time event is open to public: From:  To:

Set up and tear down times: From:  To:

Expected number of participants:  Admission, fee or ticket price:

We would like to use the following spaces:

Sanctuary: 90 pax	\$500	Fee	\$ -
Gordon Hall: 90 pax standing 55 sitting	\$20/hr or *\$125/day	Fee	\$ -
*up to 8 hours			
Upstairs: 20 pax	\$20/hr - min 2 hrs	Fee	\$ -
Kitchen Area:	full kitchen	plus \$25	Fee \$ -
	coffee/cookies only	plus \$10	Fee \$ -
We accept e-transfers to <a href="mailto:office@ralphconnor.ca">office@ralphconnor.ca</a> , cash or cheques			<b>Total Rental</b> \$ -

### Permits and Insurance

Will Alcohol be served at the event?

If you are serving alcohol you will need to get a liquor license, and provide proof to the church that you have purchased this. A license may be purchased at the Sobeyes liquor store.

Do you currently hold liability insurance that would cover the event?

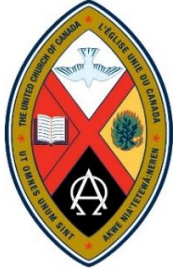
You must provide proof of insurance prior to your event.

Doors: We will provide a 4 digit code for you to enter the building.

Nature of your event:

Church Related Event:  Community Event:  Commercial Event:

Please save & email this form to us at [office@RalphConnor.ca](mailto:office@RalphConnor.ca)



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## CHURCH USE RENTAL RATES

### Event Rental of the Sanctuary:

\$500 flat rate

Capacity Max 90 People

For Wedding Rates please see our page at: <http://ralphconnor.ca/weddings/>

### Rental of Gordon Hall:

\$20/hour, or

\$125 daily rate (up to 8 hours)( building available from 8 am - 11 pm)

Capacity Max 90 people

with very little room to move about.

We suggest 45 people standing is comfortable.

### Rental of Upstairs Space:

\$20/hr (minimum 2 hours)

Capacity Max 20 people

### Rental of Kitchen:

(added to price of renting halls as this is a commercial kitchen and we have it professionally cleaned)

\$25 flat rate when any kind of food is being prepared

\$10 flat rate when only coffee and cookies are served

(prices subject to change)

Note: Rental requests are subject to the compatibility with the Mission Statement of Ralph Connor Memorial United Church and subject to review and approval by the Church Council.

To check online if the church space is already booked on the day you are requesting please visit our up to the minute website calendar page. <http://ralphconnor.ca/calendar/>

**Please save & email this form to us at [office@RalphConnor.ca](mailto:office@RalphConnor.ca)**