



Ralph Connor Memorial United Church Community of Faith



CHURCH USE RENTAL REQUEST FORM

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 take down times: From: To:
Expected number of participants: Admission, fee or ticket price:

We would like to use the following spaces:

Canmore Sanctuary: 90 pax	Fee	\$	
Gordon Hall (Canmore): 90 pax standing 55 sitting	Fee	\$	-
Upstairs (Canmore): 20 pax	Fee	\$	-
Kitchen (Canmore)	Fee	\$	-
Banff Sanctuary: 185 pax	Fee	\$	-
Lonsdale Lounge (Banff): 15 pax	Fee	\$	-
Cleaning Fee: \$20.00 for all one-time events/rentals	Fee	\$	-
Total Rental		\$	-

We accept: e-transfers (to: donations@ralphconnor.ca), cash or cheques
50% of rental fee is required 30 days prior to a one-time event.

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 Sobeys liquor store.

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

You must provide proof of \$2 million liability 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: office@ralphconnor.ca