

# HOLY TRINITY ANGLICAN CHURCH

## A Guide for Use of Parish Facilities

Thank you for your interest in booking a space at Holy Trinity! We are pleased to be able to offer space to both our parishioners and groups from the community.

**\*Please Note\*** This form does not include bookings for weddings. Please contact the church office for that information.

Below is an outline of the booking process as well as a list of guidelines for use of the parish space. For current rental prices, please contact the church office (780-433-5530 or [church.office@holymtrinity.ab.ca](mailto:church.office@holymtrinity.ab.ca)).

### Bookings

Bookings are made through the church office. If the requested space is available on your desired date/time, an application for use will need to be filled out (see application below) and returned to the office. Please be sure to include any time needed for set-up/tear-down when booking.

### Contracts

Once your booking has been confirmed, a contract will be drafted by the office which you will be asked to sign and return to us (hardcopy or scanned copy sent via email are acceptable).

### Insurance

Due to restrictions on insurance coverage, groups not affiliated with Holy Trinity's church programs are not covered; they can be held liable and named in lawsuits that may arise from their groups' use of the building. Groups must carry at least two million dollars in liability insurance coverage. Due to how difficult this coverage can be to obtain at a reasonable price, the Diocese of Edmonton has arranged a master program with AllSport Insurance Marketing Ltd. Application and coverage for a single event can be arranged through AllSport for \$75 (events with no alcohol service), or \$150 (events with alcohol service). If your event has been approved and scheduled, but you do not already have the required insurance coverage, please fill out the insurance application below and return it to the church. The insurance payment can be included in your payment for the space. We will then send both the application and fees to Aon Reed Stenhouse.

### Alcohol Service

No alcohol can be served at events with prior written consent from the church. Please contact Adam Conway ([adam.conway@ualberta.ca](mailto:adam.conway@ualberta.ca)) for more information on this policy.

### Before Your Event

No later than one week before your event, you will need to contact the church office to arrange a time to pick-up any required keys. Please contact the church office by phone or email to confirm when you will be coming to pick up the key(s). This ensures that everything will be ready for you. Payment for the space can also be made at this time.

### After Your Event

All keys should be returned immediately after your event. Please return the key(s) to the drop box located by the church office. If any keys are lost/not returned within two weeks of the event, you will be asked to pay a \$10.00 replacement fee per key, and a \$15.00 replacement fee per fob/access card.

### Smoking

Smoking is not permitted on church property.

### Clean-Up

- Please stack chairs, fold tables and return furniture to respective storage areas.
- The kitchens must be left clean with dishes washed and put away. Please make sure all appliances have been turned off.

- Garbage must be placed in plastic bags and recyclable materials into bins. If full or if contents will rot/be of an odorous nature, please empty into the dumpsters at the back of the parking lot, next to the alley. Extra garbage bags are available in the cupboard at the end of the upper hallway next to the Sanctuary doors.
- Please clean up any large messes made (i.e. spills on the floor). Cleaning products are available in the cupboard at the end of the hallway next to the Sanctuary doors, or in the lower kitchen pantry.
- Please check all washrooms before you leave.
- Ensure that upon exit all exterior doors are locked and windows are closed. All interior lights should be switched off.

**Damage**

Building users will be expected to pay for any damage that occurs as a result of their use.

If you have any questions regarding this information, please contact the church office.

**Booking Request Form**

Name of group or individual: \_\_\_\_\_

Name of event organizer, if different: \_\_\_\_\_

Contact Information:

- Phone number: \_\_\_\_\_

- Email: \_\_\_\_\_

- Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of event start (mm/dd/yyyy): \_\_\_\_\_

Date of event end (if different): \_\_\_\_\_

Start and end time of event (specify for each day, if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Times requesting space (please allow adequate time for set up, clean up, rehearsals, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Room(s) requested (check all that apply):

- Upper Hall
- Upper Kitchen
- Sanctuary
- Lower Hall
- Green Room
- Lower Kitchen
- Nursery
- Commons

Briefly describe type of event (i.e. concert, workshop, meeting, etc.):

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Estimated number of attendees: \_\_\_\_\_

Do you require insurance coverage through All Sport Insurance, as explained above?

- Yes
- No (if no, please attach a copy of your current insurance coverage)

Do you require alcohol service at the event, as explained above?

- Yes
- No

Room Specifications:

There are certain supplies available for each room. Please check all that you require for the spaces you are requesting. Listing of furniture in each room indicated below under "Where Things are at Holy Trinity".

*Please Note: All set-up and clean-up for events is the responsibility of the group/individual making the booking.*

Upper Hall

- Tables
- Chairs
- Baby Grand Piano

Sanctuary

- Sound System

Please describe your sound system requirements (i.e. number of microphones, stands, etc.):

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- Theatre Lighting
- Grand Piano (\$100.00 piano maintenance fee applies)
- Organ (\$100.00 organ maintenance fee applies)
- Lift/Elevator

Lower Hall

- Tables
- Chairs
- Theatre Lighting
- Upright Piano (key required)

Lower Kitchen

- Dishes/Cutlery
- Coffee Urn
- Stove/Oven
- Fridge

Green Room

- Upright Piano (key required)
- Children's Tables and Chairs (regular sized tables/chairs can be moved in)

Other Notes:

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***Please return your completed form to the church office as soon as possible. Hardcopies or those sent by email are acceptable. Thank you!***