



Rental Information and Application 2016

We hope that the following will be of help to you in your planning. Please review this entire document. After reading, if you would like to rent space at St. Barnabas Anglican Church, please contact the office Monday – Friday 9am-4pm at 403.526.7713. Rentals will be scheduled and confirmed on a first come, first serve basis. No rental date is confirmed until the application requesting a rental is approved by the appropriate staff member(s) and the required deposit is paid.

Booking

The office is to be contacted at least three weeks prior to the proposed rental day, before any other steps are finalized. The following are steps you should take to get started.

- Call the church office or view the parish calendar online to see if your tentative date is available.
- Complete the Rental Application and return to the church office. Please have the necessary information included in your application so that we may work through the approval process as quick as possible.
- As the application process is completed, a non-refundable deposit totalling 50% of the fee is due at this time.

A representative from the church will be available to open and close the church building for you from the start time until end time. The representative will be on site at all times for your general assistance. This person knows the facility, and will enforce the guidelines detailed in this booklet.

Decorations

Because of the high ceilings, helium balloons may not be released. Please contact the office so that we may assist you in planning the best way to set up for your event if decorations are being used. Please note that the staff at St. Barnabas have the right to deny the placement of decorations.

Music and other Audio

The sanctuary has a full audio system, and an Audio Technician may be requested for an additional charge. The Gymnasium has a small sound system available, but for larger events, you may want to rent a larger system for better quality.

Additional:

St. Barnabas is not air conditioned. In the summer the church can be very warm. Advise your attendants to dress appropriately.

Fees:

Cheques should be made out to St. Barnabas Anglican Church

Room	Full Day (8 Hours)	Half Day (4 Hours)
Sanctuary	\$250.00	\$150.00
Gym	\$250.00	\$150.00
Gym & Kitchen	\$500.00	\$300.00
Kitchen	\$250.00	\$150.00
Board Room	\$50.00	\$30.00
Library	\$10.00	\$10.00
Full Building	\$800.00	\$500.00