

Church Rental Application Form

Date of Application: _____

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone No. (Res.): _____

Phone No. (Cell): _____

Phone No. (Work): _____

Purpose of Rental _____

Caterer's Name: _____

(including names i.e. "Wedding of"/ "Funeral of")

Caterer's Phone No.: _____

Expected Attendance: _____

Requested Date: _____

Time from _____ to _____

Set-Up/ Rehearsal Date: _____

Time from _____ to _____

Officiating Minister: _____

Church Affiliation: _____

P.A. Technician: _____

Projectionist: _____

Type of Music: Live Musicians: _____ Prerecorded: _____ Videographer: _____

General Policies

In planning for and conducting weddings, banquets, funerals, etc., the biblical teaching should be observed. All renter's must agree with the Articles of Faith of the Bergthaler Mennonite Church of Plum Coulee. (See pages 3-5)

The nature of the service should be kept consistent with the purpose of the Lord's House.

1. The music in the sanctuary, both vocal and instrumental, should be rendered in spirit of reverence.
2. The attire shall be becoming and appropriate for a church service.
3. The rental hosts permission must be sought before furniture (including piano and organ) is moved, decorations are placed, or candles in any form are used (only drip free candles & in holders where the flame is not exposed).
4. The church organ and piano are to be played by responsible and reliable musicians only.
5. The P.A. system shall be operated by authorized personnel only - P.A. technicians will be provided.
6. Children shall be supervised and not left unattended.
7. Late hours are not desirable. The church should be locked by 11:00 PM. The church should be vacated by 9:00 PM on Saturday's rentals.
8. Our buildings and premises are smoke-free; no liquor allowed on premises.
9. Please refrain from using confetti or rice inside the church building or on church property.
10. It is requested that any activity conducted in our facilities not be followed by a dance and/or the serving of alcoholic beverages.
11. Wedding rental fee includes a maximum of 2 consecutive days prior to and including rental date, for set-up, rehearsal, decorating, wedding prep and cleanup.
12. No rehearsal parties at church facility, and no food at rehearsals.
13. Booking preferences shall be given to Bergthaler Mennonite Church of Plum Coulee members. For non-members, dates shall be considered firm 4 months prior to the rental when accompanied by payment in full.

Responsibilities of User

1. To pay a non-refundable deposit of \$150.00 at time of rental application.
2. Rental payments in full shall be payable prior to the event and can be made at the church office or mailed to the church at the address shown on application.
3. Seating capacity guidelines for the Fellowship Hall: 30 tables (27 tables with stage/head table); suggested maximum of 8 settings/table for a meal (216-240), and 9 settings/table for light lunch or coffee (243-270). The sanctuary seating capacity is 210.
4. Removal of all decorations and/or flowers.
5. Plan to finish your function by no later than 9:00 PM on Saturdays and 10:00 PM on all other days.
6. Please make arrangements with the church office (204-829-3609) for organ and piano practices, wedding rehearsals, etc.)
7. All bookings must be made with the church secretary in person.
Office Hours: Monday, Wednesday & Friday 9am - 3pm (closed 11:30am-12:00pm)

Guidelines for use of Dining/Kitchen Facilities

1. Kitchen must be left clean and in the same order as found when rented - all dishes must be properly washed and returned to shelves as marked; coffee perks are to be washed; range tops and ovens must be clean.
2. Garbage must be put in garbage bags, tied and put into designated area.
3. No items (i.e. roasters, perks, dishes, etc.) are to be removed from the church kitchen without permission from rental host.
4. Assistance should be given to the rental host with the setting up and taking down of tables and chairs.
5. Only Fun-Tac and/ or non-adhesive, removable plastic hooks are allowed for decorating purposes - **no tape or tacks.**
6. Use of facilities is to be confined to space rented.

<u>Rental Rates:(Please check)</u>	<u>Sanctuary</u>	<u>Dining Hall/Kitchen</u>	<u>Both</u>
Funeral	\$ 200.00 _____	\$ 200.00 _____	\$ 300.00 _____
Wedding/Other	\$ 400.00 _____	\$ 400.00 _____	\$ 700.00 _____
Projector & Operator	\$ 50.00 _____	\$ 50.00 _____	
Sanctuary PA Operator	Included	\$ 100.00 _____	
Videographer (includes 1 DVD)	\$ 50.00 _____	(Stationary - from PA Booth)	
Ivory Damask Tablecloths		\$ 3.00/ea _____	
Serving Groups (for funerals only)		By Donation	

- Please note if requesting a serving group for a funeral and having the burial after the service:
 - In order to respect our serving volunteers, we require the congregation be served immediately following the service, while the family goes to the cemetery.
 - The congregation will have buffet style service and the immediate family (reserved tables) will be served at the tables.

Rental Payment:

Sanctuary, Dining Hall/Kitchen	\$ _____	
Sanctuary Only	\$ _____	
Dining Hall/Kitchen Only	\$ _____	
CD & additional DVD's (\$2.00/copy)	\$ _____	
Other _____	\$ _____	
Total	\$ _____	Cash / Cheque # _____
Deposit Received	(\$ _____)	Receipt # _____
Amount Due (Prior to Rental Date)	\$ _____	

Signature of Rental Applicant

Signature of Rental Approver

Approved by Church Council Yes _____ No _____ Caretaker/Host _____