



Facility Single Use Form

260 S Dogwood St 250 287 8831

Campbell River BC V9W 6Y7

OFFICE USE ONLY
ON CALENDAR ____

Please submit application a minimum of two weeks prior to event.

Event (for program if applicable)

Event: _____ Date: _____

Actual Time Frame of Event: _____

Set up Time _____ AM PM Completion Time: _____ AM PM

Room(s) Requested: _____

Organization (optional): _____ Number of People expected _____

Contact Person: _____ Phone: (cell preferred) _____

Email: _____

Equipment # of Chairs _____ # of Tables _____ Podium _____ Projector _____ Screen _____ Sound System _____ Other _____

Sound Needs

Mic #: _____ Instruments: _____ Sound man Needed _____ Rehearsal Time: _____ AM PM

Please Note:

1. Any event, other than ministry events for the various ministries of the church, will be charged to cover CRBC's basic expenses as itemized below.
2. Weddings and/or large groups using the auditorium will be required to give a \$500 deposit.
3. For any Group over 60 people CRBC is required, as per the fire code, to have at least one supervisory staff member on site, the cost of this will be paid by the event/group (see below)
4. The contact person listed above will be contacted by the church staff of availability, confirmation, and arrangements for opening, locking, and setting the alarm of the building after departure.
5. Each event/ group will be responsible for their own set-up and take-down of the chairs, tables and decorations.
6. Cancellation Agreement: CRBC reserves the right to cancel at any time, for any reason. CRBC is not responsible for costs incurred. Any money paid to CRBC will be refunded in full.
7. Cancellation or time changes to booking must be reported immediately to Irwin Harder at 250-287-8831 irwin@crbaptist.bc.ca

Fees:

Staff Member Open and Close: \$25 Custodian \$25/hr Staff " Supervisor" (see #3) \$25/ hr
Sound tech \$75 (Doubled if there is an rehearsal, for a larger concert \$250 total)
Computer visuals tech \$50 Wedding officiant: \$300

I have read and understand this agreement

Signed: _____

Date: _____