

**South Edmonton Alliance Church
 Facility Booking Request and Usage Agreement
 - SINGLE EVENT BOOKING ONLY -**

IMPORTANT: Please fill out this form as completely as possible. Your request will not be processed without a complete application. Unless waived, booking charges and the damage deposit must be paid in full prior to the event. If you have any questions, please contact our office (Email: office@seachurch.ca Tel: 780-463-1527).

Contact Information

Name:			
Organization:			
Address:			Postal Code:
Phone:			
Cell Phone:			
Email:			

Event Information

Date:					
Time: (Please include setup and take down time.)	From:				To:
Event Description:					
Facility Requested: (Check all that apply.)	<input type="checkbox"/> Gym	<input type="checkbox"/> Sanctuary	Basement Chapel	<input type="checkbox"/> Classroom	<input type="checkbox"/> Others: Room #: _____
	<input type="checkbox"/> Gym Kitchen	<input type="checkbox"/> Basement Kitchen	<input type="checkbox"/> Conference Room		
Number of Occupants:	Emergency Contact and Phone:				

Additional Information

Will any advertisements, tickets, printed promotions be used for this event which will refer to South Edmonton

Alliance Church (SEAC) other than its name and location? Yes No

Will tickets be sold or admissions charged? Yes No

Is your event covered by insurance? Yes No

Equipments (Audio-Visual, Lighting, Stage, Special Setup etc.)

Please describe any equipment and/or technical support you will need SEAC to provide for the event.

(Charges may apply.)

Please describe any equipment and/or technical support you will provide yourself for the event

(Equipments must be declared prior to event setup.)

Facility Usage Rates (1 hour minimum)

- Sanctuary: \$60/hr or \$400/day (8-hour period. Use of AV system included.)
- Basement Chapel: \$40/hr or \$250/day (8-hour period. Use of AV system included.)
- Gym \$50/hr or \$350 per day (8-hour period.)
- Conference Room: \$35/hr or \$250/day (8-hour period.)
- Classroom: \$35/hr
- Nursery: \$30/hr
- Gym/Basement Kitchen \$35/hr

On-site parking is free with facility booking upon availability. Paid parking is available across the street at Tawa Centre.

Audio-Visual Equipment Rates

- Video Projector: \$50/booking
- Portable PA System: \$100/booking

Usage of overhead projector, flip chart, CD player, DVD player, VHS is free-of-charge with facility booking if available. Advance booking is required.

Damage Deposit

A \$200 damage deposit shall be attached to the booking request. The damage deposit will be returned to the user as long as the facility is found in good and clean condition after use.

Electronic Key Card

Depending on the time and nature of your booking, an Electronic Key Card (EKC) will sometimes be assigned for your event. The EKC will grant you access to the premises where applicable. It is the property of South Edmonton Alliance Church and contains no personal information. It must be returned after the event. A \$20 charge will be deducted from the refundable deposit if the EAC is not returned promptly after the event. The EAC will not work any where on the premises other than the date and time of the event assigned. The contact person is responsible for the EKC.

I hereby make application to South Edmonton Alliance Church to use above facilities. I agree to abide by the SEAC Facility Guidelines and understand that any violation of the regulations may result in cancellation of the usage and/or forfeit of the damage deposit.

User's Signature:	Date:
Print Name:	

Please send completed application to Facility Administrator:

South Edmonton Alliance Church
 6508 – 31 Avenue
 Edmonton, Alberta T6L 6P7

Email: office@seachurch.ca
 Fax: 780-461-5898

- OFFICE USE ONLY -

Before the Event:

Date received application: _____ In-person Web Request Email Fax

Total Applicable Charges: \$_____ Paid (Date: _____) Cash Check Not Paid

Damage Deposit Collected: Yes No Waived

Was an Electronic Key Card assigned? Yes (EKC number: _____) No

Remarks:

Administrator's Signature: _____ Date: _____

Request Approved Request Rejected

After the Event:

Damage Deposit Returned? Yes Waived No (How much was charged? \$_____)

Electronic Key Card returned? Yes (Date: _____) No \$20 charged

Remarks:

Administrator's Signature: _____ Date: _____