

Booking space at Lynn Valley United is possible for meetings, courses, celebrations and special events as well as special services, with availability determined by church programs events and work. Depending on which space you are using and when, the rates include use of parking, furniture and appliances (orientation may be required) and if you are using the kitchen, includes use of dishes, etc. All rentals over \$200 require a \$100 damage deposit, returned after the event, unless damage or breakage occurs (an event checklist will be provided for this purpose). Any damage/ breakage must be reported as soon as possible and repairs/ replacement for damage caused by negligence exceeding the damage deposit will be billed.

Those booking the kitchen responsible for bringing all consumables for the event (food, beverages, napkins, candles, decorations, etc.) and should any items stored in the church be used, it is expected they will be replaced within 3 days. **A host is mandatory for all bookings on the weekend, where access to AV or sound is requested, where the walls need to be moved or for events longer than 4 hours.**

Hourly Rates for Spaces that Can Be Booked

- \$100 for Sanctuary
- \$50 for Community Room or Foyer* or Kitchen
- \$25 for CYFM or lounge

Day Rates for Spaces that Can Be Booked

- \$500 for Sanctuary
- \$250 for Community Room, Foyer or Kitchen
- \$125 for CYFM or lounge
- \$750 for entire building for the day

Wedding & Memorial Services

If you are booking a wedding reception, an additional \$150 will be charged for use of the sanctuary for the full day, otherwise services will be booked for morning (between 9 am-1pm), afternoon (1-6pm) or evening (6-11pm), with at least 4 hours booked between services on the same day to allow for any changes in the setting to be made.

- \$300 use of Sanctuary
- \$375 minister honorarium
- \$150 musician honorarium (plus fees for music, if specifically requested)
- \$100 host (rehearsal, service & reception coordination)- this fee may be waived if you have your own.
- \$100 for A/V tech
- \$200 memorial reception (hot beverages, set up and clean up of kitchen- does not include food)

- There are **180 chairs** on site and room for up to 250 'theatre style' (additional chairs need to be rented).
- 5 rolling tables and 25 folding tables are on site (round banquet or hightop tables need to be rented).
- Any program/ group/ event not offered by the church **must provide proof of/ obtain liability insurance.**
- If you are serving alcohol, you must obtain a **special event permit** through BCLDB.
- **Nothing may be permanently affixed** to the walls (if it leaves a mark, it is considered permanent) and no tape is allowed except on door and window frames (preferably non marking, such as gaffers or painters tape).
- At this time community **groups may not book space for more than 12 weeks in a calendar year.**
- The church is a resource for the community- a booking does not give you exclusive use of the building or parkade.