

Rental Coordinator:  
Key Holder:  
CONTRACT#:

Name of Organization: \_\_\_\_\_

Is this Organization a Registered Non-profit?  Yes  No

Registered non-profit #: \_\_\_\_\_

GST/Business#: \_\_\_\_\_

Are you an alumni, or current student/faculty/staff?  Yes  No

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

### Event Information

#### Public Events

- Theatre Performance
- Dance Performance
- Music Performance
- Fashion Show
- Film Location
- Festival
- Speaker Series

#### Private Groups

- Small Group Rehearsal (1-3 people)
- Med. Group Rehearsal (4–14 people)
- Large Group Rehearsal (15+ people)
- Classroom/Meeting
- Conference
- Workshop
- Celebration

Other: \_\_\_\_\_

Description of Rental:

## Requested Studio

### Large Spaces

- Performance Hall: Performance
- Performance Hall: Rehearsal
- Studio A
- Studio D

### Medium Spaces

- Studio B
- Studio C
- Studio E
- Studio F

Requested Starting Date and Time: \_\_\_\_\_

Requested Ending Date and Time: \_\_\_\_\_

**Please Note:** If your rental falls outside of regular business hours (M-F 8am – 6pm) a key holder will be assigned to you, subject to a key holder fee of \$25 per open and close. Established renters can request key holder training for a one-time fee.

## Available Studio Tools

- Audio Playback (from auxiliary cord)
- Acoustic Piano (tuning fee may apply)
- Electric Piano/Keyboard
- Laptop
- Kitchen Access
- Tables & Chairs

**Payment & Refund Policy:** A deposit of 50% of the rental rate is due within 24 hours of the signed contract. The Renter will be invoiced for the remainder. If the rental is cancelled 2 weeks before the booking date, 25% of the rental fee will be charged. If the rental is cancelled 1 week before the booking date, 50% of the rental fee will be charged.

## Insurance

**Required:** Proof of valid \$2,000,000 (two million) third party liability insurance coverage must be provided showing CHAS the owner of CCPA St. Mary's Church and Anglican Church of Canada as named insured.

Self-Insured – Provide a Certificate of Insurance with the addition of the above as insured

Require Insurance

I accept responsibility for damage and/or injuries to any person(s) and to any property and/or equipment arising from the use of CCPA facilities. Furthermore, I accept responsibility for all costs incurred.