

Event Space Application

Our Spaces

1. **Sanctuary** (seats 220) - Includes *Common Space* with seating and fireplace
2. **Bride's Room**
3. **Groom's Room**
4. **Whitehall** (seats 150) Includes *large deck* with seating for 20, Includes *kitchenette* with sink and microwave
5. **Kitchen** (with appliances)
6. **Washrooms**

Personal Information

What is your first name?

What is your last name?

What is your address?

Event Information

What date will your event be?

MM/DD/YYYY

What type of event are you planning?

Let us know what you hope to use the space for, we accommodate anything from birthdays, to weddings, to guest speakers.

- A. Wedding*
- B. Corporate
- C. Personal
- D. Religious

* For all weddings that we host at the Church Off 22 - we highly recommend that the couple seek a course in marriage preparation.

How many people will be at your event?

Sanctuary (seats 220)

Whitehall (seats 150)

Hourly Rates

If your event is on a weekend the rate is all-inclusive and you can skip this section.

Hourly Rates: Which space are you hoping to book?

- A. Whitehall
- B. Sanctuary

Hourly Rates: Will you also require any of the following add-ons?

Choose as many as you like.

- A. Kitchen
- B. Bride's Room
- C. Groom's Room
- D. Deck (included already with Whitehall)

Liability

Will you be serving any alcohol?

Yes

No

For you to have an event with alcohol we will require **proof of a Special Occasions Permit from the AGCO.**

Visit the Alcohol Gaming Commission of Ontario website for more information.

For you to have an event we will also require **proof of a Special Event Liability from an insurance company.**

We use PAL Canada Insurance for our own, they will be happy to work with you in providing insurance for your event.

Follow-Up

What is your email?

This is for confirmation and basic contact. You won't get any spam.

Finally, we just need your phone number.

Fees and Policies

Friday & Saturday Friday 9am - Sunday 3am	Hourly Rates 8am - 1am	Sunday Sunday 9am - Sunday 11pm
\$2500 all inclusive	Hourly rates, price varies depending on the space	Community/Church events only, special rates apply

Hourly Rates (8am to 1am)

Rate	Whitehall (Includes the Deck)	Sanctuary (Includes Common Space)
Hourly	\$100	\$50

Add-Ons (hourly rates)

Fees	Groom's Room	Bride's Room	Kitchen*	Deck
Hourly	\$50	\$50	\$100	\$100

*Kitchen fee is waived if you use our preferred catering.

Booking the Space

We require a 50% non-refundable deposit to confirm booking.

Final payment is due **two weeks prior to the event**. There is no refund after this date.

Proof of Liability

All events need third-party event insurance. Any events with alcohol require proof of Special Occasion Permit from the AGCO.

Cancelations

In the event of cancelation:

- 50% deposit is non-refundable.
- Two weeks prior to the event there is no refund.