



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 are 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. Host rates vary depending on needs but tend to cost an additional \$50 for a standard event.**

Hourly Rates for Spaces that Can Be Booked

\$100 for Sanctuary
\$50 for Community Room or Foyer* or Kitchen
\$25 for ½ Community Room (CYFM)

Day Rates for Spaces that Can Be Booked

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

Wedding and Memorial Services

If you want to book the church to hold your reception, there is an additional fee of \$150, otherwise services will be booked for morning (between 9am-1pm), afternoon (1-6pm) or evening (6-11pm), with at least 3 hours booked between services on the same day to allow for any changes in the setting to be made.

\$350 use of Sanctuary- \$500 if holding reception at the church
\$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 each for A/V tech & sound tech (it may be possible one person can do both)
\$200 memorial reception (simple beverage service, set up/clean up - 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 10 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.