

PACKAGES

Wedding Ceremony Package
\$200.00

Includes

- Main auditorium & lobby
- Rehearsal time for wedding
- Supervision fee

Wedding Reception Package
\$375.00

Includes

- Gym for reception
- One set-up day for reception
- Full kitchen use-Supervision fee

Full Wedding Package
\$500.00

Includes

- Main auditorium & lobby
- Rehearsal time for wedding
- Gym for reception
- One set-up day for reception
- Full kitchen use
- Supervision fee

None of the Above Packages Include

- Rehearsal Dinner
- Catering
- Audio Services, Musicians, pastor honorarium
- Audio/Video Technology

GENERAL FEES

	ALL DAY	PART DAY
Auditorium	\$150.00	\$125.00
Gym	\$200.00	\$150.00
Gym & Kitchen	\$250.00	\$200.00
Gym & Kitchen (+ Dishes/Dishwasher)	\$325.00	\$275.00
Projector Rental	\$25.00	
A/V Operator	\$50.00	
Additional Set Up Day	\$50.00	

PAYMENT

A deposit of \$50.00 is required to reserve the facilities. This deposit will be refunded if the facility is left in good condition by the renter. WBC reserves the right to invoice for damages or cleaning costs above and beyond the \$50.00 should the need arise.

Credit can be arranged for suitably qualified WBC volunteers to supervise the event. Other space, such as meeting rooms, can be rented by special arrangements. Renter will pay all applicable fees if the facilities are reserved as a backup location (e.g. inclement weather for an outdoor wedding ceremony and/or reception).

Payment can be made by e-transfer to payments@wbconline.ca or by cheque payable to Wallenstein Bible Chapel, PO Box 51, Wallenstein, ON N0B 2S0

EXPECTATIONS FOR CLEAN UP

- Put tables and chairs away
- DRY mop and spot WET mop gym floor. Dry mops in custodian room under the stairs and wet mops and bucket in furnace room
- Wipe kitchen counter tops and sinks with bleach spray
- Sweep and wet mop kitchen floor
- Wipe counter tops in washrooms and pickup garbage off floor
- Empty washroom & kitchen garbage cans and put in dumpster
- The well water is tested regularly and is safe for drinking. When left standing, the water acquires a yellow cloudy colour. Any renters wishing bottled water should supply their own water.

FACILITY RENTAL POLICY

PRINCIPLES CONCERNING FACILITY RENTAL

- 1.1. Wallenstein Bible Chapel (WBC), as a registered charity, has a duty to use its resources as effectively and efficiently as possible. Making efficient and effective use of land and buildings is based on the same principles that apply to the use of surplus money. Surplus funds would be invested with reasonable prudence. We will not permit our facilities to be used at any time for purposes that contradict our own charitable purpose, which is to exalt Christ, equip disciples and engage our community.
- 1.2. When not needed for our own ministry events, we WILL make our property and buildings available for use by others
 - 1.2.1. To advance our own charitable objectives, or
 - 1.2.2. To use for personal/private purposes not incompatible with our purposes.
- 1.3. Rental priority will be given in the following order:
 - 1.3.1. WBC ministries;
 - 1.3.2. WBC members/adherents (applicable fees);
 - 1.3.3. Other Churches & Community Organizations (applicable fees);
 - 1.3.4. Individuals not associated with WBC (applicable fees).
- 1.4. Rental to registered charities
 - 1.4.1. We will rent to other registered charities with objectives that are compatible with our own
- 1.5. Rental to individuals or groups for private or personal functions
 - 1.5.1. Members and donors may not receive benefits from WBC by virtue of being members or donors. Therefore, we will rent to individuals and groups at the same rate for members / donors as for non-members/non-donors.

POLICIES CONCERNING FACILITY RENTAL

- 2.1. All rental requests must be received in advance for approval by the Office Administrator and must include a completed and signed Rental Request form and a minimum \$50.00 deposit. This deposit will be reimbursed if the booking is denied. Conversely, this deposit may be forfeited if the applicant cancels the reservation with less than two weeks notice. (An additional damage deposit may be requested for larger groups).
- 2.2. Formally organized groups, such as sports teams or outside youth groups must provide an Insurance Certificate proving group members are insured under their own liability coverage, or sign a waiver form, releasing WBC from any liability.
- 2.3. Except for weddings, no bookings will be made more than six months in advance.
- 2.4. Pastors, ministers or any individual who officiate at a wedding ceremony in our facility will sign our Lifestyle and Morality Standards document (provided when required) as a commitment to our biblical standards.
- 2.5. Gambling, alcoholic beverages, illegal substances or foul language are prohibited within WBC's facilities and on the property. Use of tobacco is prohibited within the building and within in the proximity of any entrance.
- 2.6. The buildings and property must be vacated promptly by 10:00 PM unless otherwise arranged. All facilities, including kitchen, must be cleaned to the condition as found & garbage either removed or placed in the outside dumpster.
- 2.7. Glass enclosures must surround any burning candles used within WBC property.
- 2.8. Throwing of rice/confetti is prohibited on the church property. Environmentally friendly alternatives, such as rose petals, are acceptable outside the building only.
- 2.9. WBC will not be responsible for any personal injury/damage, or for the loss/theft of personal effects or equipment of the applicant or anyone attending at the invitation of the applicant.
- 2.10. The applicant is responsible for complying with all the terms and conditions of this rental, including but not limited to the conduct of all persons admitted to the church property.
- 2.11. WBC will provide a representative of our own choosing and at our discretion to operate any of our audio-visual equipment and systems, with the expense being charged to the applicant as per the Rental Request form.
- 2.12. WBC will provide a supervisor of our own choosing and at our discretion to allow access to the facility, supervise the set-up/take-down of furnishings, supervise the use of the kitchen and its equipment, supervise clean up and secure the facility at the end of the event.
- 2.13. For sports activities in the gymnasium, proper non-marking running shoes must be worn. At the end of the activity all sports equipment must be properly stored.
- 2.14. Decorations affixed to the property or facilities must have prior approval of the custodian. All emergency exit signs must remain visible and exit passageways shall remain unobstructed at all times.
- 2.15. WBC reserves the right to have a representative present to monitor and ensure compliance with the terms and conditions of this rental agreement.
- 2.16. The applicant is responsible and liable for any damage, breakage, or undue cleaning costs. WBC reserves the right to invoice for damages or cleaning costs. The applicant is responsible for any costs resulting from a false initiation of the monitored fire alarm system.
- 2.17. Music to be played during an event such as a wedding ceremony must be provided in mp3 format on a memory stick or CD (NOT on a phone).

WBC KITCHEN INVENTORY

(Last Updated April 2016)

DISHES	
DINNER PLATES	326
SIDE PLATES	318
DESSERT PLATES	314
MUGS	282
SAUCERS	322
WATER GLASSES	272
JUICE GLASSES	302
PLATTERS	
PLAIN WHITE MEAT PLATTERS (LARGE)	40
PLAIN WHITE MEAT PLATTERS (SMALL)	32
BOWLS	
WHITE SERVING BOWLS	99
GLASS BOWLS	38
MEDIUM GLASS BOWLS	23
SOUP BOWLS	188
PLATES	
BIG ROUND GLASS PLATES	21
SMALL ROUND GLASS PLATES	37
GLASS BUTTER PLATES	45
MISC DISHES	
DIP DISHES	53
OBLONG GLASS DISHES	21
SMALLER OBLONG GLASS DISHES	32
SQUARE DISHES (FOR RELISH TRAYS)	10
GRAVY PITCHERS	35
SALT AND PEPPER SHAKERS	43
HORSE RADISH DISHES	41
BREAD BASKETS	38

WBC KITCHEN INVENTORY CONT...

BAKING PANS	
9 X 13 GLASS PANS	20
CREAM AND SUGAR	
PLAIN WHITE	11 SETS
GLASS	23 SETS
TEA POTS	
LARGE CERAMIC	3
WHITE CARAFES	11
COFFEE POTS	
STAINLESS STEEL WITH BLACK LID	12
WATER PITCHERS	
CLEAR PLASTIC WATER PITCHERS	37
ROASTERS	
ELECTRIC OVEN ROASTERS	5
PERKS	
100 CUP COFFEE PERKS	4
TABLES	
ROUND TABLES (SEAT 8 ADULTS/TABLE)	36
OLDER RECTANGLE TABLE (96 X 36)	24
NEWER PLASTIC TOP TABLE (84 X 30)	15

GYMNASIUM MEASUREMENTS

OVERALL SIZE: Approximately 86ft x 49ft (LxW)

PLATFORM: Approximately 27ft x 8ft x 9in (LxWxH)

[Link to some wedding setup photos](#)