

## Facility Rental: Pricing Schedule

All prices are listed in Canadian funds.

Rooms	~ Capacity	Cost (≤4 Hours)	Cost (>4 Hours)
- <b>Sanctuary</b> (Auditorium)	1200	Only available to rent as a package	
- <b>Foyer</b> (Lobby)	160 seated	<b>\$ 300</b>	<b>\$ 600</b>
- <b>Atrium</b>	50 seated	<b>\$ 250</b>	<b>\$ 500</b>
- <b>Youth Room</b> (Backstage Room)	30 seated	<b>\$ 200</b>	<b>\$ 400</b>
- <b>Conference Room</b>	10	<b>\$ 150</b>	<b>\$ 300</b>
- <b>Café</b> (by Church Office)	12	<b>\$ 100</b>	<b>\$ 200</b>
- <b>Kitchen</b> (Full Usage)	-	<b>\$ 100</b>	<b>\$ 200</b>
- <b>Kitchen</b> (Minimal Usage / Prep Space only)	-	<b>\$ 75</b>	<b>\$ 150</b>
- <b>Infants Room</b>	8	<b>\$ 75</b>	<b>\$ 150</b>

*Note: Hours are calculated from the time you have access to the room to the time you vacate it.*

Event Staff	Cost (≤4 Hours)	Cost (>4 Hours)
<p>- <b>Event Supervisor</b> <i>(At least 1 Event Supervisor is required)</i></p> <p>An Event Supervisor will take care of opening &amp; closing the building as well as be available for assistance and patrol the facility during your event.</p> <p>According to the scope of your event, more than one Event Supervisor may be required.</p>	<b>\$ 100 ea.</b>	<b>\$ 200 ea.</b>
<p>- <b>Tech Staff</b></p> <p>Tech Staff are trained individuals to operate our sound, lighting, screen, and camera (livestream) systems. According to the scope of your event, more than one Tech Staff may be required.</p> <p>Access to and operation of these systems are restricted to designated and/or trained personnel by West Meadows.</p>	<b>\$ 150 ea.</b>	<b>\$ 250 ea.</b>

*Note: Hours are calculated to account for the total time Event Staff members are required.*

Room Packages	Items Included	Cost
<p>- <b>Sanctuary Package - Large Event</b></p> <p>A large event may include <u>ANY</u> of the following:</p> <ul style="list-style-type: none"> <li>• &gt;4 hours total (Access until vacate)</li> <li>• Expected attendance is &gt;250 people</li> <li>• Two or more Event Supervisors are required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sanctuary</li> <li>✓ Foyer</li> <li>✓ Youth Room</li> <li>✓ Cleaning fee</li> <li>✓ x1 Event Supervisor</li> </ul>	<p><b>\$ 1400</b></p>
<p>- <b>Sanctuary Package - Small Event</b></p> <p>A small event may include <u>ANY</u> of the following:</p> <ul style="list-style-type: none"> <li>• ≤4 hours total (Access until vacate)</li> <li>• Expected attendance is &lt;250 people</li> <li>• Only one Event Supervisor is required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sanctuary</li> <li>✓ Foyer</li> <li>✓ Youth Room</li> <li>✓ x1 Event Supervisor</li> </ul>	<p><b>\$ 700</b></p>

*Note: A large or small event is considered by the above criteria and the discretion of West Meadows*

Event Packages	Cost
<p>- <b>Wedding Package</b></p> <p>Ask to see our Wedding Package or go to <a href="http://westmeadows.org/weddings">westmeadows.org/weddings</a></p>	<p><b>\$ 1000</b></p>
<p>- <b>Funeral Package</b></p> <p>Call the Church Office at 780-451-3881</p>	<p>Call for more details</p>

For more details on any of the above information, please go to [westmeadows.org/rent-our-facility](http://westmeadows.org/rent-our-facility) or call the church office at 780-451-3881



## Getting Started




Ready to book your event? Here's where to begin.

### The Booking Process



#### 1. Inquire

It all begins with an idea. Maybe you want to hold a school performance, a music recital, or a business meeting! Whatever it is, the first step is to inquire. Tell us about your idea and inquire on our rental policies, availability, and pricing. You can inquire through our website, email, or phone.

-  [westmeadows.org/rent-our-facility](https://westmeadows.org/rent-our-facility)
-  [rentals@westmeadows.org](mailto:rentals@westmeadows.org)
-  780-451-3881

Be prepared to share the following:

- What is the purpose of your event? (Why)
- What will your event look like? (Provide a brief description)
- How many people are you expecting? (Estimated number)
- What are the requirements for your event? (Rooms, tables, chairs, tech, etc.)
- When would you like to hold your event? (Date(s) & time(s))

#### 2. Agree

After we have discussed your event in detail and provided that your event is in alignment with our rental policies and availability, you will receive a rental agreement. This document will contain all the details of your event as it pertains to renting the facility, including insurance requirements and pricing details.

Once you've had a chance to read it and if you agree with all it contains, you can then sign the rental agreement to confirm your booking.

#### 3. Plan

Now that your event is booked, continue planning and keep us informed of the details of your event regarding the use of the facility. Clear communication will be your biggest asset!

#### 4. Execute

The final phase of this process is to execute your event as planned. Our event staff will be with you through the entire event to ensure your original idea comes to life just as you've planned!



Sample Event Inquiries	Item	Cost
<b>i.e. School Performance</b>		
<i>I'd like to rent your facility for a school spring concert on &lt;&lt;DATE&gt;&gt;. We could be expecting over 500 guests to attend. We'd like to rent the sanctuary as well as a space to keep students before going on stage. We would need a few microphones, and the projector screen to display a PowerPoint. We wouldn't need anything fancy for lights, just so long as the students can be seen on stage. We'd like to have access to the facility all day to rehearse in the afternoon and have the performance in the evening. How much will this cost?</i>	Sanctuary Package (L Event)	<b>\$ 1400</b>
	Atrium	<b>\$ 250</b>
	Cafe	<b>\$ 100</b>
	+1 Event Supervisor	<b>\$ 100</b>
	x2 Tech Staff (1 all day + 1 for the performance)	<b>\$ 400</b>
	<b>TOTAL:</b>	<b>\$ 2250</b>

<b>i.e. Music Recital</b>		
<i>I'd like to rent your facility for a music recital on &lt;&lt;DATE&gt;&gt; from 1PM-5PM. We'd like to use the piano in the sanctuary, but we wouldn't need to use the sound system for any microphones or music. We'd also like a few tables setup in the foyer to serve a few snacks after the recital. How much will this cost?</i>	Sanctuary Package (S Event)	<b>\$ 700</b>
	<b>TOTAL:</b>	<b>\$ 700</b>

<b>i.e. Annual General Meeting</b>		
<i>I'd like to rent your facility for an AGM on &lt;&lt;DATE&gt;&gt; from 6PM-10PM to accommodate around 40 people. We'd need enough chairs to setup the room in a lecture style seating arrangement, with a table at front with 4 chairs. How much will this cost?</i>	Atrium	<b>\$ 250</b>
	x1 Event Supervisor	<b>\$ 100</b>
	<b>TOTAL:</b>	<b>\$ 350</b>

*Note: The samples above are for budgeting purposes only. For an actual quote, please contact the church.*

**Inquire with us today!**

[westmeadows.org/rent-our-facility](http://westmeadows.org/rent-our-facility)  
[rentals@westmeadows.org](mailto:rentals@westmeadows.org)  
 780-451-3881