

Community Events at KSCC

FEES SCHEDULE

Fees will be determined based on usage (i.e. space requested, length of time requested, custodial, technical needs etc.) A minimum fee of \$200, in addition the rates below, will be charged to cover custodial, entry/exit personnel. Exceptions will be considered for benevolent purposes.

* *Note: these rooms are wheelchair accessible.*

Main Auditorium *

Regular/Business rate: \$600/4 hour block

Non-Profit rate: \$300/4 hour block

- Additional Fees Required: graduations and larger rentals (over 160 people) require a host fee at \$100/4 hour block.

Café/Lobby *

Regular/Business rate: \$200/4 hour block

Non-Profit rate: \$100/4 hour block

Fusion Room *

Regular/Business rate: \$200/4 hour block

Non-Profit rate: \$100/4 hour block

Kitchen

Regular/Business rate: \$100/4 hour block

Non-Profit rate: \$25/4 hour block

- The Kitchen is not licensed for food preparation use, and as such all food must be prepared outside the facility and brought in or catered.

Toddler Village/Nursery

Regular/Business rate: \$100/4 hour block

Non-Profit rate: \$25/4 hour block

Rooms 101, 102, 103, 104, 201

Regular/Business rate: \$50/4 hour block

Non-Profit rate: \$25/4 hour block

Sound, Media, Lighting Technician

Regular/Business rate: \$200/4 hour block

Non-Profit rate: \$200/4 hour block

- Only KSCC authorized technicians may operate sound, media and lighting equipment on the premises.

BOOKING

In order to reserve any part of the facility, you must fill out a *Facility Rental Request Form*. A 25% non-refundable deposit of full rental cost agreement is required at time of booking.

AVAILABILITY

Monday, Tuesday, Thursday, Friday, Saturday: all day availability

Wednesday available until 4:00pm

Sunday available after 3:00pm

ROOM DESCRIPTIONS

Main Auditorium (capacity 900)

Seats around 900 comfortably. It is equipped with a full sound system (Yamaha digital board), intelligent lighting (that can be programmed for your event), and three 16:9 ratio screens for viewing/projecting. Experienced audio and media techs must be present at any event requiring use of sound system and screens and will be provided by KSCC. The platform is approximately 20x40 feet. Access is also available to the green room, adjacent to the platform. Food and beverages other than water bottles are not permitted in the main auditorium.

Cafe/Lobby (capacity 60)

The King Street Cafe seats 60 people. At this time, only the cafe seating area can be booked (not the cafe itself). Additional space in the lobby may be used and set-up for your event. The lobby has its own sound system. Please note there is no projector screen in the lobby, but there is a flat screen tv mounted on the wall in the cafe area which allows for HDMI hookup.

Fusion Room (capacity 160)

Our secondary meeting space can hold up to 160 people

in rows or around tables.

Toddler Village/Nursery

These rooms are outfitted with kids' furniture and age appropriate toys. Such supplies may not be removed from the room but can be used as part of your booking.

Kitchen

Not licensed for food preparation use, and as such all food must be prepared outside the facility and brought in or catered. King Street Community Church does not provide catering.

Room 101 (capacity 30)

Equipped with smart projector and sound system for computer.

Room 102 (capacity 15)

Equipped with comfortable seating (couches and chairs) and a large screen television.

Room 103 (capacity 16)

KSCC library.

Room 104 (capacity 40)

Equipped with projector/sound system.

PROMOTION

King Street Community Church does not promote or endorse any events held in its facility or on its premises unless directly related to the mission, vision and values of KSCC and as outlined in the CRA Registered Charity Details and Description of King Street Community or the Constitution and Bylaws of King Street Community Church.

If your inquiry is regarding a wedding ceremony or funeral, please view our Wedding Guidelines or Funeral Guidelines (provided upon request). If you are wanting to Live-stream your event, please view our Live-stream Procedures document (provided upon request).

RENTAL AGREEMENT CONTACT

During the rental agreement, your representative from King Street Community Church is stated below. In cases of emergency, please contact this representative.

Contact Name _____ Phone _____

