



Ralph Connor Memorial United Church Community of Faith



CHURCH USE RENTAL REQUEST FORM

PRIOR TO FILLING OUT AND SENDING THIS FORM PLEASE VISIT OUT UP-TO-DATE ONLINE CALENDAR AT
[HTTP://RALPHCONNOR.CA/CALANDER](http://RALPHCONNOR.CA/CALANDER)

YOU MUST **PROVIDE PROOF OF 2 MILLION DOLLARS LIABILITY INSURANCE** PRIOR TO THE EVENT.

CONTACT INFORMATION

NAME OF APPLICANT:

NAME OF ORGANIZATION/GROUP/INDIVIDUAL:

IS THIS A NON-PROFIT ORGANIZATION: EMAIL

ADDRESS:

PHONE NUMBER:

CELL NUMBER:

EVENT INFORMATION

DATE OF EVENT:

PURPOSE OF EVENT:

DETAILS/DESCRIPTION OF ACTIVITIES:

DATE OF ARRIVAL:

TIME OF ARRIVAL:

DATE OF DEPARTURE:

TIME OF DEPARTURE:

NUMBER OF ATTENDEES:

LOCATION/ROOM REQUESTED:

A \$20.00 CLEANING FEE WILL BE APPLIED FOR ALL ONE-TIME EVENTS/RENTALS – PLEASE INCLUDE IN THE CALCULATED TOTAL.

TOTAL RENT:

PERMITS AND INSURANCE

WILL FOOD BE SERVED:

A FOOD HANDLING **PERMIT IS REQUIRED** IF YOU WILL BE PREPARING FOOD IN THE KITCHEN SPACE.

WILL ALCOHOL BE SERVED:

A **LIQUOR LICENCE IS REQUIRED** IF YOU WILL BE PROVIDING ALCOHOL.

ONSITE EVENT CONTACT IF DIFFERENT FROM ABOVE (NAME/PHONE NUMBER):

PLEASE SAVE AND EMAIL THIS FORM TO: office@ralphconnor.ca



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CHURCH RENTAL & LEASE FEES

	Capacity	\$ Generating Groups	Non-profit Groups	Community Choirs
Ralph Connor Sanctuary (Canmore)	Max. 90 persons	\$240/day or evening	\$75 per session (max. 3 hrs) + \$35 per extra hour or \$120/day	\$75 per session (max. 3 hrs) + \$25 per extra hour or \$125/day
Gordon Hall (Canmore)	Max. 90 persons (standing) OR 60 persons (seated)	\$150 per session (max. 3 hrs) + \$50 per extra hour or \$250/day	\$75 per session (max. 3 hrs) + \$25 per extra hour or \$125/day	
Upstairs (Canmore)	Max. 20 persons	\$90 per session (max. 3 hrs) + \$30 per extra hour or \$150/day	\$45 per session (max. 3 hrs) + \$15 per extra hour or \$80/day	
Kitchen (Canmore)		\$100	\$50	\$50
Ralph Connor Sanctuary (Banff)	Max. 185 persons	under 50 people - \$200/day or evening. over 50 people - \$350 /day or evening	\$60 per session (max. 3 hrs) + \$25 per extra hour or \$100/day	\$75 per session (max. 3 hrs) + \$25 per extra hour or \$125/day
Lonsdale Lounge (Banff)	Max. 15 persons	\$55 per session (max. 3 hrs) + \$20 per extra hour or \$100/day	\$35 per session (max. 3 hrs) + \$10 per extra hour or \$75/day	

*** For Weddings, see Wedding Rates: <https://weddings.ralphconnor.ca/>

NOTES

1. A cleaning fee of \$25.00 will be charged to one-time rental groups/events regardless of size.
2. Rental requests are subject to the compatibility with the Mission Statement of Ralph Connor Memorial United Church and subject to review and approval by the Church Council.