



Little Britain United Church & Hall Rental Fees

Effective: March 20th, 2014

Weddings

Sanctuary Fee (Church and grounds) (includes use of the hall washrooms and Tallin Room for the Bridal Party)	\$500
Event Deposit: (paid at time of booking Church)	\$100
Minister, Honorarium	\$200
Event Attendant, Honorarium (mandatory) (includes rehearsal and wedding day)	\$100

All guests are asked to refrain from using confetti, live flower petals, or any such items anywhere on the church premises.

Funerals

Funeral Service:

Sanctuary Fee (Church) (includes use of the hall washrooms and the Tallin Room for the family)	no cost
Minister, Honorarium	\$200
Event Attendant, Honorarium	\$ 50

Hall Rental is available for Funeral Gatherings or Lunch (see rental costs below).

Please note for all Sanctuary Use:

At certain times during the year the Sanctuary may be decorated to enhance that particular season. Since this is part of the worship of the congregation, you are asked to leave these religious symbols and decorations in place.

The Altar, Pulpit and Antique Chest may not be moved – other furnishing may be moved with permission only. Pew decorations/markers, candelabras (drip less candles only, plastic should be under any candles sitting on table cloths or on the carpet) baskets of flowers, etc. are most welcome. No nails or tacks are to be used to hang any decorations. All decorating items must be removed immediately after the service. The church, however, does not supply any of these items.

Hall Rental

- Little Britain United Church Hall is available for occupancy up to 140 people.
- Alcohol may be served with a liquor license from the Manitoba Liquor Commission.
- The renter is also responsible for purchasing a Party Alcohol Liability Insurance Policy, for no less than \$2 Million liability.
- Whenever liquor is served, two Event Assistants **must** be attendance.
- The hall is wheelchair accessible.
- Use of break-out rooms must be pre-arranged at time of booking.

Damage/Clean-up Deposit ½ of total rental

(a cheque is to be post-dated two (2) weeks prior to the event. It will be deposited. After the event and review of the hall and equipment, a refund cheque and/or statement will be mailed to the renter, within 2 to 3 weeks after the event)

Event Deposit: (paid at time of booking the Hall) ½ of total rental

6 Hours or less (same calendar date) \$200

Event Assistant – 6 hrs or less, Honorarium (mandatory) \$ 50
(with Liquor – **2 Event Assistants/together**) each to receive \$ 50

Over 6 Hours (same calendar date) \$400

Event Assistant – over 6 hrs, Honorarium (mandatory)
(with Liquor – **2 Event Assistants/together** (age 18 or over) – \$10/hour, each)
(without Liquor – 1 Event Assistant, \$10/hour)

Week-Day Rentals: Monday to Friday rentals between 8:00 and 5:00

(please note that this is a workplace for the LBUC Minister and Church Treasurer and they may be present in their offices during a week day.)

(eg. Meetings, workshops, professional training session, etc.)

Set-up and clean-up required by renter

1 day rental	\$150
2 day rental	\$275
3 day rental	\$350
4 day rental	\$425
5 day rental	\$500

Event Assistant (mandatory)	\$50/day
If set-up and clean-up is required (2 person split)	\$100

Coffee/Tea Service is available – mid-morning and mid-afternoon - \$2/person/day

<u>Use of Kitchen only</u> – up to 6 hrs	\$100
Event Assistant, Honorarium (mandatory)	\$ 25

Hall Decorating: Per hour or portion of hour - \$40/hour

- On different day of the event, but not more than one day prior to the event, will be permitted, unless hall is otherwise rented or in use
- Decorations must be hung from wall-rail or bulletin boards and not on the walls. Use of tape, nails or tacks is not permitted. Renter is responsible to purchase “Gummy Glue” if required.

Please make cheques payable to:

Sanctuary & Hall Use & Deposits:
Little Britain United Church

Minister Honorarium:
Rev. Shelly Manley-Tannis

Events Assistant Honorarium:
(LBUC to forward name for the cheque or payment in cash)

Approved by LBUC Council – March 20th, 2014