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# ELIM CHAPEL WEDDING RENTAL APPLICATION

**Wedding Date:** \_\_\_\_\_ **Start\*:** \_\_\_\_\_ **End\*:** \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_ **Start\*:** \_\_\_\_\_ **End\*:** \_\_\_\_\_

**Decoration Date:** \_\_\_\_\_ **Start\*:** \_\_\_\_\_ **End\*:** \_\_\_\_\_

**Reception Date:** \_\_\_\_\_ **Start\*:** \_\_\_\_\_ **End\*:** \_\_\_\_\_

\*The time noted above is up to eight hours and must include the time you require for decorating, deliveries, wedding rehearsal, and clean-up. An additional eight hours will be provided for wedding reception rentals. If you use time over what is noted, additional charges will be taken from your Security Deposit.

**Expected Attendance:** \_\_\_\_\_ (Wedding) \_\_\_\_\_ (Reception) *(Max: 350-Sanctuary, 150- Multi-purpose room)*

**Name of Bride & Groom:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Contact Person (1 person only):** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Officiating Pastor:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

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**RENTAL CONFIRMATION (Office Use Only)**

**Deposit Received:** Yes: \_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ **Rental Location**  
 Sanctuary

**Rental Fee Received:** Yes: \_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Multi-purpose room & Kitchen

**Included in Fee:** \_\_\_\_\_

**Included with Application:**  Liability Insurance  Floor plan/ layout Received  
 Waiver of Responsibility

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

## **Guidelines and Regulations**

### **1. Wedding Rental Application and Approval**

You will need to complete the Elim Chapel Wedding Rental Application and submit it as early as possible to the Office Manager. Please note that you have to submit a **Waiver of Responsibility** letter with the application form. All applications are subject to the approval of the Staff, and the date(s) and time(s) of the Wedding Rental will need to be confirmed with the Office Manager. **If you would like a tour before submitting your application, you must contact the Office to make an appointment (1-204-786-7477 ext. 222 or office.elimchapel@gmail.com).**

### **2. To Book Your Event**

At the time of your application, a Security Deposit of \$500.00 is to be submitted and will be processed as an immediate deposit. The total fees are then due **ONE MONTH in advance** of the event date and will be processed as an immediate deposit. Cash and cheques are accepted (please make cheques payable to Elim Chapel). The Security Deposit will be fully refunded after your event once it has been confirmed that: a) no additional time was required above what is noted on the contract; and b) there were no repairs or extra cleaning required.

### **3. Set-Up and Takedown**

When renting the Sanctuary and/or the Multipurpose Room, it is your responsibility to provide a floor plan/layout **two weeks in advance of your event**. This is to indicate how you would like the tables and/or chairs to be set up, which Elim Chapel will then be responsible to do prior to your rental start time. You are then responsible for your own decorating and for your own clean-up (i.e. whatever you have brought into the building should also leave with you and spaces should be left looking as you found them).

### **4. Elim Chapel Host**

The Elim Chapel Host will be on duty on the day of your Facility Rental and will be available for reasonable requests and/or suggestions. They will open up Elim Chapel for your event and will lock up afterwards. All deliveries (floral, food etc.) must arrive within the noted times of the rental. They are also not responsible to open the door for your guests, for childcare, or for event clean-up.

### **5. Ushers / Doorpersons**

Please provide two ushers. Their responsibilities will be to greet guests and *to provide security* at the Elim Chapel entrance(s). **The ushers must be in attendance at these entrance(s) when guests are both arriving and leaving**, as they are responsible for ensuring that only invited guests gain access to the facility. Once all guests have arrived, the ushers can leave these entrance doors, but **must ensure they are securely closed**. Please do not assign this responsibility to people who will be required in other areas of the building at the time of the guests' arrival (i.e. groomsmen).

## Conditions of Using this Facility

- Activities occurring in the Elim Chapel Sanctuary or Multipurpose Room must not be in opposition to the beliefs and principles of Elim Chapel.
- Your Security Deposit is refundable upon cancellation (minus \$75.00 for administrative costs) within 60 days of the event date. If there is a non-acceptance of a rental request, the Security Deposit will be fully refunded.
- Alcoholic beverages and indoor smoking are not permitted in Elim Chapel facilities.
- The sound systems shall not be operated by anyone other than the Sound Technician hired by Elim Chapel for your event.
- Instruments belonging to the church shall not be moved without prior authorization and shall only be played by qualified musicians approved by Elim Chapel.
- Only driplless candles may be used and must be in stationary fixtures (not in processions). No beeswax candles or tea lights.
- **No** confetti is to be used inside church property. Flower petals are acceptable, but it is your responsibility to ensure they are picked up immediately following the ceremony to prevent them from being ground into the carpet.
- Food is allowed in the **Multipurpose Room and Kitchen only**. No food is allowed in the Sanctuary.
- If the Kitchen is used, all dishes must be washed and put away. The kitchen must be left the same as you found it.
- Parking is subject to availability.

## 6. Fee Schedule:

<input type="checkbox"/> <b>Sanctuary (includes balcony and centre aisle):</b>	<b>\$800.00</b>
Includes use of Sanctuary, a Host, and Janitorial.	
<input type="checkbox"/> Optional for Sanctuary: <b>Resident Organist</b>	<b>\$150.00</b>
<input type="checkbox"/> <b>Elim Chapel Pastor</b>	Cost discussed between yourself and pastor
<input type="checkbox"/> <b>Multipurpose Room &amp; Kitchen*^</b>	<b>\$800.00</b>
Includes use of the Multipurpose Room, Kitchen, a Host, and Janitorial.	
<input type="checkbox"/> <b>Sound &amp; Elim Chapel Sound Technician</b>	<b>\$125.00</b>

**\*Note:** When preparing food in the Kitchen, a person with a Food Handler's Certificate must be present.

**^Note:** The Multipurpose Room Kitchen contains dishes that are used primarily for church events. If you would like to use the dishes in the kitchen, **please note that they are not included as part of the rental** and are not a complete set (i.e. 200 plates, 200 cups, 200 forks etc.). If you would like to view what is available, you are welcome to set up an appointment to view the kitchen to ascertain if they will meet your needs.