



RENTAL QUICK FACTS

Thanks for exploring the option of renting New Life for your event. This Information Sheet will answer some of your initial questions. Please read it, fill out the "Rental Form" and we will contact you with a quotation.

Rental Process & Timeline

1. Read the "New Life Rental Contract" which covers the detailed terms and conditions. You will be required to sign a copy of it when finalizing the booking.
2. Fill out the "Rental Form" and submit online.
3. We will email you a quote based on your specified requirements.
4. To reserve the date, a non-refundable deposit of \$50 and signature must be provided, agreeing to the terms and conditions mentioned in 1 above.

One Month Before Event

5. Liability Insurance certificate (See "New Life Rental Contract") must be submitted.
6. Any changes must be firmed up no later than one month before the event. There is an administration charge of \$50.00 for alterations to the contract made after the one month cut-off.

PLEASE NOTE: We are an alcohol/cannabis free facility.

Agreement

1. You will be required to sign and abide by our "New Life Rental Contract". Please read this carefully as it is legally binding.
2. The use must be for events that are not contrary to our Christian goals, objectives, beliefs and purposes. See the "New Life Rental Contract" for details or visit the following URL to explore our Core Values. <http://www.canadianbic.ca/about-us/#core-values>
3. Rental of the facility for marriages must be approved by the Pastor. Rental of the facility for other activities is at the sole discretion of the Church Management team.
4. You will be required to obtain Liability Insurance. See "New Life Rental Contract"

Costs

1. Prices available on the "Rental Rates" sheet.
2. A non-refundable deposit of \$50.00 is required to save your date.
3. Changes that are made after the cut-off date (one month before the event) are subject to an additional administrative charge (\$50.00).
4. When requiring personnel to help with your event, some specific staff must be hired from a New Life approved list, others are your choice. Please see Rental Form for details.
5. Payment can be made by Cheque or E-Transfer. E-transfers should be sent to office@newlifecollingwood.com.

Facilities

1. See the Map for location, capacity and dimensions.
2. Please note that the classrooms are on the second floor with no elevator or washrooms on that floor.
3. Our kitchen facility is not a commercial kitchen. As such, we do not rent our kitchen as a space for food preparation. Use of the kitchen by the client is restricted to the service of food prepared off-site.

AV Equipment Available

1. Auditorium: Our auditorium is equipped with state of the art sound, lighting, and projection equipment. Use of this equipment is included in your auditorium rental fee. A qualified technician is required for use of the above. The technician will be arranged by New Life at a rate of \$65/hr. The technician will contact you in advance of your event to discuss requirements. **NOTE: No outside AV equipment may be interfaced with our built-in systems. No additional lighting fixtures shall be affixed to walls or bulkheads.**
2. Auditorium Meeting Room: 50" TV. There is a connection available via HDMI, RGA or AppleTV. Please bring any necessary adapters to allow your computer or mobile device to connect (ie: newer Apple MacBooks require USB-C adapter).

Musical Instruments

1. Baby Grand Piano: Use of our piano is included in the rental fee for our auditorium. You may request to have our piano tuner tune the piano before your event, and this is also included in your rental fee for our auditorium. If you prefer to have a piano tuner of your choosing do this work, you may elect to do so at your expense. Please make arrangements with the New Life office as to a suitable time to have your piano tuner visit the facility.
2. Drum Kit: At your request, our drum kit can be removed from the stage for your event. Alternatively, it can be draped with a cover and remain in place if your event does not require the full stage. **NOTE: Our drum kit is not available for rental events.**