

TRINITY CENTRE RENTAL REQUEST

<i>Hours Required</i>	<i>Business Hours</i> 8:00 am – 3:00 pm			<i>After Hours</i> 3:00 – 10:00 pm		
	(2)	(3-4)	(5-8)	(2)	(3-4)	(5-8)
Bennett Room	\$50	\$70	\$95	\$70	\$ 95	\$225
Mini Chapel	\$30	\$50	\$70	\$40	\$ 75	\$ 90
Board Room	\$30	\$50	\$70	\$40	\$ 75	\$ 90
Kitchen & Equip.	\$25	\$25	\$25	\$25	\$ 25	\$ 40
Sexton			\$75	\$75	\$125	\$150

Damage Deposit required for After Hours Events: \$200.00
(separate cheque – returned after the event, if facility kept in existing conditions)

Methods of Payment: Cash or Cheque made payable to Trinity Church

Conditions of Use

1. Tablecloths are not provided by Trinity Church
2. An additional charge will apply if setting up for the event the day before
3. All compost and garbage must be removed after event
4. If kitchen is used, it must be returned to the condition found
5. No styrofoam plates, cups, etc. (Trinity is styrofoam free)
6. Coffee, tea, sugar, milk, etc. is not included
7. Lights must be turned off after event
8. An additional charge will be added if fireplace used.
9. Keys can be provided upon request

Pam Stuart, Parish Administrator

Date

Event Coordinator

Date

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Contact Name _____

Company/Organization _____

Address _____

Phone Number (work) _____ (home) _____

E-mail _____ Fax # _____

Date of Event _____

Type of Event _____

Approximate Number of People _____

Other Comments/Further Description of Event:

Caterer Name and Phone Number _____

Set up Instructions: Would you like to meet with our Sexton to discuss the set up and review any details of your event? If so, when and at what time?

Trinity Centre Contact Person: Pam Stuart, Parish Administrator
Phone Number: 693-8558 E-Mail: trinsj@nbnet.nb.ca



Trinity Church Kitchen

All groups using this kitchen are requested to observe the following:

1. Please make sure that all counter tops and cupboard doors are wiped clean after use, a bottle of Spray Nine is available under each sink.
2. Sinks must be scoured, rinsed and dried after use; scouring powder is available under each sink.
3. Please make sure that items are placed in the correct cupboard after use, all cupboards and drawers are clearly marked.
4. Please make sure that the cutlery is not mixed up: keep dessert forks separate from dinner forks, dessert spoons from teaspoons, etc.
5. Stove top must be wiped clean, use a steel pad found under the sink to remove burned on or crusted food.
6. Used tea towels and dish cloths may be placed in a plastic bag; a church member will be responsible for washing these items.
7. All garbage and compost must be removed. The green compost bins must be wiped out and left to dry with the lids open.
8. Please observe our recycling rules, all containers must be well rinsed before recycling. *No Styrofoam is allowed.* Note: all money from the redemption items will go to the church Outreach programme.
9. Please check that the ovens and all burners are turned off. Please turn off the dishwasher.

Thank you for respecting our kitchen, it is a busy place and it takes volunteers many hours to clean up after others have used it. With your help we can all work in harmony.

