



## FEE SCHEDULE

We are located at 8255 13<sup>th</sup> Avenue in Burnaby, BC. To book any of the following rooms, please contact the church custodian at [jdegroot@nwrc.ca](mailto:jdegroot@nwrc.ca) or at 604-838-9337. Regular office hours are 9 am to 3 pm from Tuesday through Friday. The church office can be reached at [office@nwrc.ca](mailto:office@nwrc.ca) or 604-521-0111. The following rooms are available for use (up to 8 hours):

Room	Facility Fee	Custodial Fee	Total
Sanctuary, Meeting Hall & Kitchen	\$600	\$75	\$675
Sanctuary and Limited use of other space	\$500	\$75	\$575
Sanctuary Only	\$400	\$75	\$475
Meeting Hall & Kitchen	\$300	\$75	\$375
Top Floor of the Beehive	\$200	\$75	\$275

### Exceptions & Additions:

1. In general, organizations not affiliated with New Westminster Christian Reformed Church (NWCRC) cannot book more than six months in advance in order to facilitate church group activities.
2. If part of the facility is used for more than 8 hours, an additional \$100 fee will be charged (ex. Kitchen and hall are rented for \$300, but for 12 hours is \$400)
3. For members of NWCRC and NWCRC affiliated organizations, if they require the purchase of tickets for their event, the above fee schedule applies. Otherwise, only the custodial fee applies.
4. In the case of a rehearsal on a separate day, the part of the facility used for the rehearsal will be charged at half price. The custodial fee will only be \$25. For example, a concert in the Sanctuary on Saturday with a Dress Rehearsal on Friday will cost a total of \$700.
5. No rental bookings are accepted on Sundays, except for NWCRC Church and Ministry events.
6. Continuous, long-term or permanent contract rentals are not permitted.
7. A cleaning fee of \$5 will be charged for each table cloth used.
8. A deposit will be charged to hold the booking in the form of the custodial fee paid directly to the custodian no later than two weeks before your event. Payment for the custodial fee should be made out to "Jeroen DeGroot".
9. The balance – the facility fee – is due no later than a week before the event. Payment for the facility fee should be made to "New West Christian Reformed Church".
10. Receipts are available by request.