



The Church of St Mary Magdalene
477 Manning Avenue, Toronto, ON M6G 2V8
(416) 531-7955; Fax (416) 531-6123

GUIDELINES FOR RESERVATION AND USE OF SPACE

PERFORMING ARTS

Applicant's Name (please print): _____
Name of Organization: _____

The Church of St. Mary Magdalene is pleased to offer its buildings for the use of musicians and other cultural activities. Please note: *Neither the church nor the basement is normally available on Thursday or Saturday nights.* The following guidelines are provided for your information and we ask you to comply with them when you use the building.

RESERVATIONS: Forms to reserve space are available in the Church Office.

The church is used daily for public worship at specified times. Other rooms are used on a regular basis for our own programmes. The use of specific rooms can take place only when these rooms are available. Use is on a first come, first served basis. Note: *Your reservation times are inclusive. Set-up must be included in the times you reserve.* You cannot enter the building earlier than the time reserved. Requests should be made in writing in advance of the time and date required, remembering always that ***FUNERALS AND WEDDINGS which are not part of the regular schedule will take precedence over any other use.*** The Church reserves the right to cancel a booking in case of conflict with the needs of parish and diocese.

LIABILITY INSURANCE is necessary for all users of church space. If your group does not already carry its own insurance, coverage is available from the church's insurance company at a typical cost of \$108.00 per group. This must be purchased *before the event takes place.*

LIQUOR LICENCES (Special Occasion Permits) must be obtained by the applicant whenever alcoholic beverages are served. If alcohol is served, additional liability insurance must be purchased at an additional cost.

OPENING AND CLOSING: As a parish without a full-time janitor, the opening and closing of the church for outside groups has to be coordinated ahead of time with the availability of the church's staff.

For outside groups and special events, the parish janitor will have to be hired for a minimum of four hours at \$15.00 per hour, plus any additional hours at the same rate, to open and/or close the church for a function. After four hours, or after 11.00 pm, the rate becomes \$25.00 per hour.

CLEAN-UP: Users must collect any garbage and remove it from church premises. Where clean-up is extensive, or when the next user requires that the building be immediately cleaned, the church's janitor must be hired for four hours at \$15.00 per hour to clean up.

RESPECT FOR PROPERTY: We ask that you respect all parts of the building, its furnishings and the entrances and exits and leave them clean and tidy. Charges will be levied for any damage to property or equipment, or for cleaning and repair needed after use.

RESPECT FOR OUR NEIGHBOURS: We are located in a residential neighbourhood and want to maintain the best possible relationship with our neighbours. We ask that you and your programme group avoid undue noise when entering and leaving the building. Users and their guests are expected to leave the building by 12.00 midnight. Please enter and leave only by the Manning Avenue door.

PARKING: Please note that parking is limited on surrounding streets and regulations are strictly enforced.

SMOKING is not permitted within church buildings.

USE OF PHOTOCOPIER & EQUIPMENT: Copies may be made at a cost of 5 cents per side. As with all church equipment, please ask permission before use.

(continued on reverse)

PERFORMANCE ACTIVITIES IN THE CHURCH:

- Use of the organ requires special permission from the Rector in consultation with our Director of Music.
- Please inform the Church Office if you wish to use the piano in the church. If you require that the piano be tuned, you must pay the commercial rate (approximately \$120.00) and be sure to communicate your needs well in advance so that arrangements may be made. The piano may be moved to the front of the church, but the protective cover must remain on until it is in position.
- It is assumed that concerts and similar events will use the church space exactly as it is. It is permissible to move a few tables and chairs to accommodate front-of-house activities. Any proposal to add set pieces or props of any kind must be submitted directly to the Rector for approval.
- The use of the furniture of the church, especially the altars, must be approved in advance by the Rector. It is not possible to move the pulpit or any other permanent furniture.
- Booking the church for an event *does not imply permission to use other rooms* in the building unless you specifically reserve them as well. The garden in front of the church office belongs to the rectory and permission to use it can be given only by the Rector. If you require the use of the kitchen, or a space for performers to warm up, please be sure that you book these in advance.
- If you have bookings several days in a row, *special arrangements* must be made to *store any equipment* on church premises. Halls and doorways must not be blocked.
- The Church Office takes no responsibility for publicizing events held here, though it may be possible to announce them in our parish publications.
- When a recording is made for *eventual commercial distribution* it is expected that the church will be given a credit line in the recording notes as the venue of the recording, and that one copy of the CD will be deposited with the parish archives. We ask that when planning your donation you consider what it would cost to rent a comparable space.
- Recordings for private distribution are also expected to give a credit line in the notes and to deposit one copy of the recording with the parish archives. Donations for the use of space will be commensurate with the producer's resources.
- If you require additional space within the church building for recording equipment and technicians, you must be sure to book this; the Rector prefers that the sacristy be used for this purpose. If you expect to have more than one recording session, please be prepared to remove equipment between sessions if necessary so that the space may be used for other purposes, when required.
- Please be aware that church space is constantly in use by a variety of people. If you require silence for recording purposes, special arrangements may be necessary. Please inform the Church Office.

DONATION: Users are expected to make a donation for building use to help pay for its maintenance and upkeep. Cheques should be made payable to *The Church of St Mary Magdalene*.

PLEASE NOTE: In consideration of the use of all, or any part of the premises, the applicant as guest, tenant, lessee or licensee hereby covenants and agrees to save the Incumbent and Churchwardens of The Church of St. Mary Magdalene, 477 Manning Avenue, Toronto, Ontario, M6G 2V8, from all manner of actions, causes for action, suits, debts, dues, accounts, bonds, covenants, claims and demands whatever which against the said Incumbent and Churchwardens any person or persons, corporation or corporations might have in respect of any mishap, accident or casualty arising out of the use of the said premises or any part thereof during the occupation by the applicant, his/her servants, agents, invitees and such persons as the applicant permits on the said premises.

I have read and agree to the guidelines above.

- I need to purchase liability insurance for this event through the church's insurance company.
- I will provide evidence that this event is covered by independent liability insurance.
- I certify that alcohol will not be served at this event.
- I indicate that alcohol will be served at this event.

Name (please print): _____ Signature: _____

Estimated Donation (per day, including rehearsals): _____

Date: _____ Phone: _____