



450 Okanagan Avenue SE  
 Mailing: P.O. Box 940  
 Salmon Arm, BC V1E 1A0  
 Tel: 250-832-3860  
 Fax: 250-832-4991

[www.firstcommunity.ca](http://www.firstcommunity.ca)  
 email: [office@firstcommunity.ca](mailto:office@firstcommunity.ca)

## Rent Space At First Community

Our building is busy, please visit our website use calendar to see what date is available for your booking. Go to <https://www.firstcommunity.ca/calendar>

Date(s) of Event:			
Event Name:			
Company			
Description of Event		# of People:	
Contact Person:			
Phone:		Email:	
Start time of Event:		End Time of Event:	
Access time for set up:		Out of Building at:	
Private Event: <input type="checkbox"/>	Public Event: <input type="checkbox"/>	Would you like us to promote this event on our website, FB Page and sign? <input type="checkbox"/>	
Alcohol served? <input type="checkbox"/>	Greenspace Partner (not for profit) <input type="checkbox"/>		First United: <input type="checkbox"/>

### Bookings Requested

The Nexus <input type="checkbox"/>	The Village Hall <input type="checkbox"/>	The Kitchen Full use <input type="checkbox"/>	Light Use <input type="checkbox"/>
Cedar Room <input type="checkbox"/>	Pine Room <input type="checkbox"/>	Tablecloths needed? <input type="checkbox"/>	
Building Host <input type="checkbox"/>	P/A System & Operator (Nexus only) <input type="checkbox"/>		Grand Piano (Nexus only)

Notes:

Please fill this page out as much as you can and send it to the office at First Community. Each event is different and has different needs once it is received the office will review and call/email you back to discuss your event, its details and the costs associated with it. Email page to: [office@firstcommunity.ca](mailto:office@firstcommunity.ca)

<b>Office Only:</b>	Received Insurance <input type="checkbox"/>	Contract Sent <input type="checkbox"/>
	Received Deposit <input type="checkbox"/>	Received Payment <input type="checkbox"/>



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## Room Rates

At First Community we work with each individual group to find the perfect rate for your event.

Please talk to us about your event, becoming a GreenSpace or Nexus partner and your individual needs.

\*A mandatory damage deposit/cleaning fee of \$200 along with proof of insurance is applicable for all rentals to confirm your booking of the space.

## Additional Information

### Support workers

#### Host

An onsite host is generally required, always for public events. This person welcomes the organizers, unlocks the venue prior to the event, secures the building at the conclusion of the event as well as is available to answer questions and help as required. We ask that the user group contact person, or designate, check in with the host prior to leaving to confirm all clean up requirements are completed.

#### P/A System & Operator

A full sound system and overhead projector for presentations etc. is available in the Nexus for an extra fee based on usage and time.

Fees: sound system only	\$20/hour
with projection	additional \$5/hour
Creation/setup of projection	\$20/hour



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## Other Costs

Grand piano in the performance space \$50/hour

If your event runs later than scheduled an extra cost for hosting will be charged.

There is an extra charge for private events requiring access to building and/or locking up outside of church business hours or for public events needing access to building outside of set host time.

Payment for any damages that may occur as a result of activity connected to the event will be charged.

## Table Cloths

For the Village Hall we have a few choices of tablecloths that you can use. These can be used by your group for a cleaning charge of \$50.00

## Serving of alcohol

If a user group wishes to serve alcohol at their event, they must comply with all laws, and provide written proof to First Community, that they have:

- The necessary liquor license,
- provide the name of the person who is certified to serve,
- signed a form declaring that they will be responsible for any damage to building or property during the event.
- Agreed to the condition that all garbage, recycling and empty bottles are completely removed from the premises upon the conclusion of their event.

## Type of events

Private - Wedding reception, funeral receptions, parties, meetings, presentations

Public - for profit and for non profit- concert, recital, show, dance, presentation, meeting

PLEASE NOTE: Weddings and funerals come under First United Church



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## **Scent Free policy:**

Please note we have a scent free policy in consideration of those with perfume and scent allergies as well as breathing challenges. As a part of this policy we ask that you make note of this in any advertising and on the tickets for your event.

## **Marketing**

If your event is Public please email us your poster with description and we will provide the following marketing for you:

- ✓ Your event on our website event calendar at [www.firstcommunity.ca/upcoming-events](http://www.firstcommunity.ca/upcoming-events)
- ✓ Your event on our Facebook page.
- ✓ Your event in our weekly First News
- ✓ Your event on our public Google Calendar
- ✓ Your event on our lobby event monitor

## **Third party liability insurance:**

\$2,000,000 third party liability insurance is required from all rental users for the date(s) of their event(s). Groups are responsible for carrying their own 3rd party liability insurance. A copy of the insurance certificate with date(s) of event, First Community named as issued or additional insured and our street address needs to be submitted to the office at least one week before your event. If no such certificate is received by First Community the booking will be cancelled and not proceed.

## **Building Responsibilities**

Each user group is responsible for the setup of the space and are free to make it as serviceable as they need to (e.g. moving of chairs, setting lights and bringing in of extra items, etc.). Please do not hang anything on the walls, use tape or sticky tack. At the conclusion of their event the user group is responsible for ensuring that all items are returned to original storage in a neat and tidy manner, the space is clean, and any garbage/recycling is removed from the property. This includes the kitchen if used.

## **Emergency Information:**

An AED Plus for emergency defibrillation is available on site. The unit with instructions is located on the wall above the phone in the church foyer. *"For emergencies call 911"* signs with the address of the church are located in each room of the building.



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## About GreenSpace

GreenSpace is an initiative designed to bring people together to create community, promote wellness, sustainable living, and provide individuals and non-profit groups an open and welcoming space from which they can engage in the things that matter most to them.

It is founded on the premise that “united, we can accomplish great things”. GreenSpace seeks to bring people together, share its space as a community resource, and to work alongside of others to make the world a better place.

## About The Nexus

In the summer of 2016, First Community embarked upon a journey to enrich connections within our community through the creation of The Nexus. With the help of local volunteers, the traditional church sanctuary was converted into a versatile community performance space with wonderfully bright acoustics, a 1000 square foot stage and comfortable, raked seating for up to 325 patrons. The Nexus at First is proud to host such groups as the Salmon Arm Jazz Club, the Kamloops Symphony Orchestra, Roots and Blues and many others on an ongoing basis. Feedback from performers and audiences alike has been spectacular.

## About First United

The First United Salmon Arm faith community welcomes people from all backgrounds and orientations - wherever you are in your faith journey. In community we learn about the roots of our faith, deepen our spirituality and engage in activities that help us grow in relationship to the sacred. And all of this leads to action in the real world.



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First Community Rooms that are available for rental or use:



The Nexus (Sanctuary) - First Community



The Nexus (Sanctuary) - First Community



The Village Hall - First Community



The Cedar Room - First Community



The Pine Room - First Community