



Birks Heritage Chapel Rental Agreement Form

3520 University, Montreal, QC, H3A 2A7

514-398-4121

chapel.relg@mcgill.ca

Table with 4 columns: Requested date for rental, Start time, End time, Type of event

Number of occupants expected:

Rental Fees

Table with 2 columns: Event description, Price (plus taxes)

Other events, complete and submit the form for a quotation.

Cancellation Administration Fee of \$150 (plus taxes) for any cancellations after the Agreement has been signed and rental fee paid.

Form with fields: Name of Renter, McGill ID number, Name of Association, Address, City and Province, Postal Code, Telephone number, E-Mail

The full rental fee must be given to the Chapel Coordinator upon signing and submitting this agreement.

Form with fields: Signature of Applicant, Signature of Chapel Coordinator, Total Rental Fee, Date Cheque Received



Terms and Conditions

The maximum number of people allowed in the Birks Chapel shall not exceed 150 occupants.

Any infraction of the building rules or regulations will result in immediate cancellation of Rental Agreement. The RENTER is responsible for their guests.

Damage and/or loss of personal property will be the responsibility of the RENTER.

RENTAL FEE

The full rental fee must be paid the time of the Agreement submission. Payment is to be made by cheque payable to "McGill University, School of Religious Studies". Additional time (over end time of agreement) will be charged at \$100 (plus taxes) per hour.

CANCELLATION OF BOOKING

Cancellation Administration Fee of \$150 (plus taxes) for any cancellations after the Agreement has been signed and rental fee paid.

REGULATIONS FOR USE OF RENTAL SPACE

Furniture and other items cannot be removed from the Chapel or Room 100.

Confetti, rice, flower petals (real or fake) and bubbles are not allowed in the Birks Building (Chapel, Room 100, etc.) and outside the Birks Building. Aisle runners are not allowed. Nailing, tacking or taping any materials to the wood or floors of the Birks Building are not allowed. Sticky tack may be used.

All items (flowers, candles, etc.) brought into the Chapel or Senior Common room by the RENTER must be removed by the end time of the rental contract.

A custodian will be present during the time of rental. A Chapel Assistant will be present for wedding, baptisms and memorial service rentals.

The start and end time of the contract must be respected. Any extra rental time will be charged at \$100 (plus taxes) per hour.

Alcoholic beverages are not permitted in the Building.

EQUIPMENT

Two microphones are available for your use. One is wireless. The Chapel does not have a sound system for music but you may bring your own portable sound system. Chairs and music stands are available if you hire your own musicians. Two 18" Candle holders are available for use.

USE OF ORGAN

The Chapel Organist, Mr. Scott Bradford must be contacted if you wish to use the organ. Additional fees for the organist must be paid directly to Mr. Bradford. (scott.bradford1@sympatico.ca).



USE OF PIANO

A piano that is tuned on a regular basis is available for use as part of the rental contract. If you request that the piano be tuned prior to your event and additional fee of \$150 (plus taxes) will be added to your rental fee.

LEGAL DOCUMENTS

It is the responsibility of your minister or officiant complete all the legal and/or religious documents pertaining to your marriage or baptismal ceremony.

USE OF SENIOR COMMON ROOM (100)

The use of the Senior Common room (100) is included in the rental contracts for weddings, baptisms and memorial services.

PARKING

Parking is not included in the rental contract. You can contact McGill University Parking Services for information about paid parking on campus. (514) 398-4559.