



DATE:

Usage Contact Number:

CLIENT CONTACT INFORMATION

Name of client (the "Client"):	
McGill ID number (required for McGill rates):	
Faculty/Department or Student Association (if applicable):	
Address:	
City and Province:	
Postal Code:	
Telephone number:	
Email:	
Type of Usage:	

Usage Request Date(s)

Date(s) of usage	Start time	End time	Type of event	Max. # of guests

USAGE RATES

Usage Rates (for 3 hours) Weekdays (after 6pm) & Weekends (9am-6pm)				
Standard Usage Rates	Usage fee	GST (5%)	QST (9.975%)	Total
McGill rate (for registered students, alumni, current faculty & staff)	\$1,478.58	\$73.93	\$147.49	\$1,700.00
Non-McGill Rate	\$1,913.46	\$95.67	\$190.87	\$2,200.00
Additional Time per hour	\$304.42	\$15.22	\$30.37	\$350.00

Rehearsal Usage Rates Thursday or Friday (4-6pm)				
Rehearsal Usage Rate	Usage fee	GST (5%)	QST (9.975%)	Total
All usages hourly rate	\$260.92	\$13.05	\$26.03	\$300.00

Other Events
For other events, please complete the usage form and we will provide you with a quote.



PAYMENTS & CANCELLATIONS

The Client will pay in accordance with the terms set forth herein to The Royal Institution for the Advancement of Learning / McGill University (collectively, “**McGill**”) the usage fee and any other amounts required to be paid hereunder.

USAGE FEE

- Individual periods of usage are for a minimum of three hours. The start and end time of the present usage contract (the “**Contract**”) must be respected.
- **The full usage fee must be paid within 30 days of the Contract confirmation but in no event later than 1 week before the first usage period.**
- McGill reserves the right to cancel any periods of usage that are not paid in full by the due date.
- Payment is to be made by cheque payable to “McGill University”.
- Post-dated cheques are not accepted.
- The fee is non-refundable later than the date that is four (4) months prior to the first usage period. If a cancellation is made prior to that date, a cancellation fee of \$229.95 (taxes included) will apply.
- Additional time (over the end time under the Contract) will be charged at the rate of \$350 (taxes included) per hour.

TAXES

External Clients:

All usage rates are subject to GST and QST rates in effect at the time of the event. Presently, such taxes are 5% GST and 9.975% QST (October 30, 2025)

Internal Clients:

No taxes when paying with a FOAPAL, otherwise both GST and QST apply to all charges.

TERMS OF USAGE

REGULATIONS FOR USAGE OF SPACE

- The maximum number of people allowed in the Birks Heritage Chapel (the “**Chapel**”) is as set forth herein.
- After each use, the Client shall leave its allotted space in the William and Henry Birks Building (the “**Building**”) clean, tidy and in good condition.
- Furniture and other items cannot be removed from the Chapel, Room 100 (Senior Common Room) or room 115.
- Nails, tacks or tape are not permitted on the walls or floors. Sticky tack may be used.
- Confetti, rice, flower petals (real or fake), candles, bubbliies or similar items are not permitted in the Building or on the outside grounds of the Building.
- Food or drinks are not permitted in the Chapel. Alcoholic beverages are not permitted in the Building.
- The Client shall respect all applicable laws, regulations, by-laws, codes, directives, orders and policies in connection with its use of the Building or the property therein and cause its directors, officers, employees, agents, invitees, guests or contractors to do likewise.

EQUIPMENT

- An Events Assistant will be present during the usage time to assist with the Chapel equipment.
- Two microphones are available for your use. One is wireless. The Chapel does not have a sound system. You may bring your own portable one. Chairs and music stands are available.



LEGAL DOCUMENTS

- It is the responsibility of the minister or officiant to complete all the legal and/or religious documents pertaining to any marriage, baptismal or other ceremony held in the space.

USE OF ORGAN

- The Chapel organist designated from time to time by McGill, currently, Scott Bradford, must be contacted if you wish to use the organ. Additional fees for the organist must be paid directly to him or her. Mr. Bradford can be reached at (scott.bradford1@sympatico.ca).

USE OF PIANO

- A piano that is tuned on a regular basis is available for use as part of the Contract. If you request that the piano be tuned prior to your event and additional fee of \$200 (plus taxes) will be added to your usage fee.

PARKING

- Parking is not included in the Contract. You can contact McGill University Parking Services for information about paid parking on campus at (514) 398-4559 or <https://www.mcgill.ca/transport/parking/downtown/wedding->

LIABILITY AND INSURANCE

LIABILITY

McGill is not liable for loss, theft, or damage to property or possessions belonging to the function sponsors and participants including items left in guest rooms, meeting rooms, public areas or automobiles. Except to the extent caused by McGill's gross negligence or intentional fault, the Client hereby releases McGill and its governors, directors, officers, employees and students (collectively, the "McGill Parties") from any damages, losses, claims and liabilities arising from the Client's presence in or use of the Building or the property therein.

INDEMNIFICATION

The client covenants and agrees with McGill University that the Client (a) shall be liable to McGill for and (b) shall indemnify and save harmless the McGill Parties of and from; all manner of actions, causes of action, proceedings, claims, demands, losses, costs, damages and expenses whatsoever (without limiting the generality of the foregoing, direct losses, costs, damages and expenses of the McGill Parties including costs as between a solicitor and his own client) which may be brought or made against any of the McGill Parties or which any of the McGill Parties may sustain, pay or incur as a result of or in connection with:

- any breach or non-observance by the Client of any covenant required to be performed or observed by it hereunder;
- any damage to property, occasioned by the Client or its directors, officers, employees, agents, invitees, guests or contractors; and
- any injury to persons, including death resulting therefrom, occasioned by the Client or its directors, officers, employees, agents, invitees, guests or contractors.

Such covenant and agreement to survive the termination of the Contract.

IMPOSSIBILITY OF PERFORMANCE

The Contract will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to, acts of God, regulations, or orders of governmental authorities, fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction or renovation of the space, strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.



MISCELLANEOUS

The parties acknowledge and agree that the Contract shall be governed and construed under the laws applicable in Quebec and that the courts of Quebec, district of Montreal, shall have exclusive jurisdiction.

The Contract supersedes all previous agreements and arrangements whether written or verbal between the parties. The Contract may only be changed by written instrument duly executed by both parties. The Contract may be signed in counterparts, each of which shall be deemed an original and which together shall be deemed a contract.

Les parties reconnaissent avoir eu l'opportunité de négocier le Contrat et avoir exigé que le Contrat soit rédigé en anglais.

CONFIRMED USAGE DATE(S) & USAGE FEE(S)

Approved Usage Date (s):	
Approved Start & End time:	
Total usage hours:	
Total usage fee (taxes included):	
PAYMENT DETAILS	
Due Date for Payment:	

SIGNATURES:

ACCEPTANCE

The Client acknowledges that the present document only becomes binding if it is signed by both the Client and McGill and that McGill's preparation thereof shall not be construed as obliging McGill to conclude any agreement and that, unless the Contract is signed by McGill and remitted to the Client, the space contemplated herein may be made available to the general public. The undersigned is a representative authorized to sign on behalf of the organization listed on the front page and to enter into this Agreement.

NAME OF CLIENT FOR SIGNATURE

Client Signature Date

By signing below, McGill grants the Client the right to use on the terms and conditions set forth above the portions of the Building and the other property contemplated herein.

THE ROYAL INSTITUTION FOR THE ADVANCEMENT OF LEARNING / MCGILL UNIVERSITY

Director, School of Religious Studies Name Date