

Birks Heritage Chapel Rental Agreement Form

3520 University, Montreal, QC, H3A-2A7

chapel.relg@mcgill.ca

Requested date(s) for rental	Start time	End time	Type of event	Number of guests

Name of renter:	
McGill ID number (required for McGill rates):	
Faculty/Department or Student Association (if applicable):	
Address:	
City and Province:	
Postal Code:	
Telephone number:	
Email:	

Rental Rates (3 hours) Weekdays after 5pm & Weekends

Includes use of rooms 115 (Junior Common room), 100 (Senior Common room) and Heritage Chapel

McGill rate (for registered students, alumni, current faculty & staff) for 3 hours	\$1,478.58	\$ 73.93	\$ 147.49	\$ 1,700.00
Non McGill rate for 3 hours	\$1,913.46	\$ 95.67	\$ 190.87	\$ 2,200.00
Additional time per hour	\$ 304.42	\$ 15.22	\$ 30.37	\$ 350.00

Rehearsal Rental Rates per hour, Thursday or Friday between 4-6pm only

All rentals rate per hour	\$ 260.92	\$ 13.05	\$ 26.03	\$ 300.00

Other Events

For any other types of events (Memorial Services, Public Lectures, Concerts) please complete the rental form and we will provide you with a quote.

Terms and conditions:

RENTAL FEE

- Rentals are for a minimum of three hours. The start and end time of the contract must be respected.
- The full rental fee must be paid within 30 days of the rental agreement confirmation.
- We reserve the right to cancel any rentals that are not paid in full by the due date.
- Cancellations requested at least 60 days prior to rental will receive a full refund. Any cancellations, after the 60 days will be charged a cancellation fee of \$200 (plus taxes).
- Payment is to be made by cheque payable to “McGill University, School of Religious Studies”.
- Post-dated cheques are not accepted.
- Additional time (over the end time of agreement) will be charged \$350 (taxes included) per hour.

REGULATIONS FOR USE OF RENTAL SPACE

- The maximum number of people allowed in the Birks Chapel shall not exceed 110 occupants.
- Furniture and other items cannot be removed from the Chapel or Room 100 (Senior Common Room). Nails, tacks or tape are not permitted on the walls or floors. Sticky tack may be used.
- Confetti, rice, flower petals (real or fake) and bubbles are not permitted in the building or outside the building.
- Candles and alcoholic beverages are not permitted in the building.

EQUIPMENT

- A Chapel Assistant will be present during the rental 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 the marriage or baptismal ceremony.

USE OF ORGAN

- The Chapel organist, Scott Bradford, must be contacted if you wish to use the organ. Additional fees for the organist must be paid directly to him. 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 rental contract. If you request that the piano be tuned prior to your event and additional fee of \$200.00 (plus taxes) will be added to your rental fee.

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
<https://www.mcgill.ca/transport/parking/downtown/wedding-parking>

By signing below, I have read and agree to the Terms and Conditions as stipulated on both sides of this Agreement.

Signature of renter:

Date:

For Administrative Use/Approval Confirmation

Approved Rental Date (s):	
Approved Start & End time:	
Total rental hours:	
Total rental fee:	
Signature of Building Director:	
PAYMENT DETAILS	
Due Date for Payment:	