

Things You Should Know:

1. There is absolutely no alcohol or narcotic drugs allowed within the church building or anywhere on the grounds. Smoking is prohibited within the church; however, your guests may smoke outside, away from the entrances.
2. A *Request For Use* form must be completed or arranged with James Buss. After this form is reviewed, the date of your event will be confirmed. If you need to cancel your event, please notify the church office as soon as possible. Payment must be made before or upon arrival at the event, unless alternate arrangements are made.
3. Parkview Church may schedule other events on the same day as your event, provided the events do not conflict with each other.

If you need help in planning your event, please contact the church office.

Parkview Church

1120 West 5th Street

Mailing Address:

1136 West 5th Street

Hamilton, ON L9B 1J6

Phone:

905-574-6917

E-mail:

parkview@hwcnc.org

PARKVIEW CHURCH



Use Of Our Facility

Non-profit groups

Thank you for your interest in the use of our facility for your event, meeting, or function. Our desire is to be of service to our church family and the community at large.

Our building has been dedicated to Jesus Christ; therefore, all usage will reflect our commitment to him. At the same time we desire to be available for your group so that we may assist you.

Facility usage is available to groups both within and outside the church. However, all requests will be reviewed by appropriate facility personnel to determine the appropriateness of the event being held in the church building, scheduling conflicts, special equipment or needs.

Because there are costs in making our building available for you to use, we must charge a nominal fee for using the building. Generally, most fees are waived for weddings and funerals performed by the church.

Rental Fees:

Any part or all of the building	\$35 per hour \$200 maximum per day*
Host/Hostess (required for all outside groups, if the host/hostess is not part of your group)	\$12 per hour
Extra Custodial Help	\$12 per hour
Sound Operator	\$12 per hour

When booking any room, tables and chairs will be provided and set up according to your specifications. We have sports equipment available for use in our facilities: basketball net, hockey nets, floor hockey sticks, basketballs, volleyballs, soccer balls, baseballs, baseball bats and bases.

All dinnerware, and serving equipment are available for use when booking the kitchen. Fuel for chaffing dishes is extra. If you would like to use our tablecloths, a \$2 charge for each tablecloth will apply (waived for internal groups who launder the table cloths after their event).

The platform sections in the gym can be removed or reconfigured in a different arrangement. However, there is a charge of \$25 to do so.

*A day is defined as 12 hours