

## REVISED BUILDING and SERVICE FEES

Lakehead Unitarian Fellowship (luf) offers its facilities for the use of its members and friends and for the benefit of the citizens of The City of Thunder Bay and District. Here are the guidelines for occasional Rentals:

1. All LUF space will be booked on a first-come first served basis. This will be the same for members and non-members, with the exception of SATURDAY evenings.
2. Saturday evenings will be made available for hall rentals by outside groups. A Fellowship activity may be rescheduled to allow an outsider rental on this day, unless advertising has already taken place (ie: in the LUF Newsletter).
3. Non-Member rentals: A \$25.00 non-refundable deposit and security, made payable to Lakehead Unitarian Fellowship, shall be paid at the same time as the rental agreement is made.
4. Bookings must be arranged in advance by calling the office at 344-5980, and leaving your request with the Clerk.
5. Cheques are payable to the Lakehead Unitarian Fellowship
6. Furniture may be rearranged for the purpose of the event, but must be returned as it was for church use.
7. No alcohol may be served without a liquor license.
8. Unitarian House is a SMOKE FREE building
9. Following your event, make certain that ALL doors are locked, fire doors are closed, lights and thermostats are attended to, (i.e. off and down).
10. Any garbage resulting from the event should be placed in receptacles provided.
11. Confetti is not permitted.
12. All renters are responsible for ensuring the above protocols.
13. Fees are as follows:

### BUILDING RENTAL FEES

Member	Rites of Passage	NO charge
Member	Private Occasion	\$30
Non-Member	Hall	\$60
Non-Member	Hall and Kitchen	\$75
Non-Member	Kitchen only	\$15
Non-Member	Basement	\$3/person (\$30 maximum)

### RITES OF PASSAGE ... PERFORMED BY A CHAPLAIN

Wedding Service	Member	NO charge
Naming or Dedication	Member	NO charge
Memorial Service	Member	NO charge
Wedding Service		\$200
Wedding with rehearsal		\$250
Memorial Service with or without eulogy		\$200
Mileage expense (if any)		\$0.40/km
Child Naming or Dedication		\$100

**HALL CAPACITY:** 150 non-fixed seats

132 non-fixed seats with tables

112 non-fixed seats with tables and dancing space

**Alcohol may not be served on these premises, unless a copy of insurance indicating liability coverage for this facility accompanies this request.**

