

Rental Fee Schedule

Venue Rental (approximate capacity)	No. of Attendants	Rental charges ^{Note (1)} (Rates per 3 hours)
Sanctuary	Below 200	\$825
	201-650	\$1045
Chapel	Below 50	\$385
	51-120	\$440
Gymnasium (360)	Below 200	\$495
	201-360	\$715
Old Basement & 3 rooms(120)	Below 60	\$225
	61-120	\$330
New Basement & 3 rooms(140)	Below 80	\$330
	81-140	\$385
Special Room: Children Worship Hall, Sunday School Hall, Fellowship Hall, Library	40/80	\$165
Equipment Charges	Items / Quantity	Charges per Rental
Audio/Video Equipment for Sanctuary	Sound, light, projector & music stand	\$200
Audio/Video Equipment for Chapel		\$150
Audio/Video Equipment for Gymnasium		\$200
Portable LCD Projector	1	\$100
TV & VCR/DVD Player	1	\$50
Service Charges	Specification	Rates
Piano/Organ tuning		\$80 / event
Pianist/Organist		\$120/Event + \$100/rehearsal
Audio/Video Technician	Minimum 3 hours	a) Mon-Fri 9am-5pm (except statutory holidays) - \$50/hr. b) Days and times other than a) above - \$35/hr.
Custodian / Traffic warden		c) Mon-Fri 9am-5pm (except statutory holidays) - \$25/hr. d) Days and times other than a) above - \$20/hr.
Garbage disposal for dinner/reception		\$100
Kitchen facility		\$50 / kitchen
Insurance ^{Note 7}		Depends on nature and scale of event
Special service e.g. additional cleaning service		Depends on nature and scale of event

Notes: 1) Rental is charged with a minimum of 3 hours. Rental over 3 hours will be charged pro-rata on a 30-minute basis, subject to availability of facilities. No GST will be imposed.

2) A damage deposit of \$500 is required but refundable within 3 weeks after function date.

3) All payments must be settled two months before event date.

4) No cooking, except for use of microwave, water boiler or coffee maker, will be accommodated during reception.

6) Bounced cheque will be subject to an administration fee of \$25.00 per cheque.

7) Insurance coverage for 2 million in name of Markham Chinese Baptist Church is required. If user does not carry any insurance for the rental, an insurance fee based on the nature and scale of the event will be charged.