



WESTMINSTER UNITED CHURCH

Facility Rental Information

115 George St. Thamesford, ON N0M 2M0
519-285-3212 | rentals@makingconnexions.com

WELCOME

Thank you for considering Westminster United Church as your next space for your group, family gathering, fundraiser, or other various gathering opportunities.

This document has been created to give you a brief overview of what Westminster United Church has to offer in terms of space and equipment to rent. We encourage you to contact the office for more details and to begin the booking process.

WE ACKNOWLEDGE THIS LAND

The building of Westminster United Church is located on the traditional territories of the Anishinabewaki, Attiwonderonk, and Mississauga nations—part of the London Township Treaty 6. We are grateful to have the opportunity to worship on this land and work toward right relations with one another. May we listen to the voice of Truth and Reconciliation that calls to us today and invites us to work toward a better tomorrow with all our relations.

BOOKINGS

Bookings are made on a first-come, first-served basis, given that Westminster United Church programming will have first priority. Bookings are only considered complete after the date(s), time(s), and full rental agreement have been signed by both a representative at Westminster United and the organization, family, group leader or individual named as the "renter," and the required deposit or payment has been received.

We want to ensure that the events booked in our space are kind, courteous, and respectful to the space, equipment, fellow users, guests, staff, and neighbours who live in the residential area surrounding Westminster United Church's property. Therefore, Westminster United Church has the right to make bookings at our discretion.

WE LOOK FORWARD TO OPENING OUR DOORS TO YOU.

ACCESSIBILITY NOTE:

Westminster is wheelchair accessible with assistance. The front entrance is equipped with a lift to access the sanctuary and Upper Room (located upstairs), Westminster hall, Fellowship Room, and accessible washroom (located downstairs). Our building does not have automatic doors.

SPACE	MAXIMUM CAPACITY	PRICE*	ADD-ON SERVICES
SANCTUARY	140 seated in rows 100 at tables of 4 108 at long tables	\$25.00/hour	- sound - projection - live-streaming - elevator operator - kitchen usage
WESTMINSTER HALL	100 seated or standing	\$25.00/hour	- sound - projection - elevator operator - kitchen usage
FELLOWSHIP ROOM	25 seated	\$15.00/hour	- kitchen usage
UPPER ROOM	15 seated	\$15.00/hour	- kitchen usage
KITCHEN	n/a	\$10.00/hour	n/a

*All fees listed include custodial services.

ADD-ON SERVICES		
SOUND	- trained individual from Westminster UC	\$50.00/event
PROJECTION	- trained individual from Westminster UC	\$50.00/event
LIVESTREAMING	- includes sound and projection, non-negotiable - trained individual from Westminster (working in conjunction with the Communications Coordinator)	\$150.00/event
ELEVATOR OPERATOR	- or free of charge, to be included in sound operator's responsibility - or can be supplied by renter	

Sound, projection and live-streaming rates are set based on the event length not exceeding 2.5 hours. Additional fees may be added for events with longer durations.

Please note: Catering is no longer a service that our UCW offers. We encourage you to consider catering options from some of our favourite, local caterers: Village Deli & Catering, and Julie Cook, Eat Your Heart Out Catering. We also love Thamesford Pizza for more casual events and our summer camps!

CHAIR/TABLE RENTALS		
CHAIRS	- 95 plastic stacking chairs available	free of charge
TABLES	- ten (10) plastic 6-foot tables - ten (10) plastic 8-foot tables - twenty (20) square card tables - six (6) wooden tables	free of charge