



**ROYAL CITY
MISSION**

A photograph of a Gothic cathedral facade, showing a large rose window and two tall, slender spires. The image is overlaid with a blue-to-purple gradient.

rentals

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**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
N1H 2T4

royalcitymission.ca





ROYAL CITY MISSION

a little about us

We're a community of people working together to make the invisible visible in Guelph. This takes many forms, but two distinct ways we do this together are our nightly meals for any who are in need and our Sunday morning worship service.

Ultimately, we hope to live out the love that Jesus had for this world. We believe that the best way to do this is in relationship with each other, while seeking justice with each other, and while seeing the beauty of our Creator in each other.

all are welcome

We work hard to provide a safe and loving environment for anyone who is in need. In a world that often seems to fragment, our community consistently welcomes all.

We believe that each one of us has a need. Often, Royal City Mission becomes the place where needs are met - whether that be physical, spiritual, emotional, or relational.

Learn more at:

royalcitymission.ca

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1873

Our building was constructed in 1873 by Chalmers United Church (then Chalmers Presbyterian). You can still see many elements etched into the building that bear the name Chalmers.

general information

reserving the facility

In order to reserve any part of the facility, you must fill out the Request for Facility Use Form. The form can be found on our website, in the appendix, or can be obtained from the Royal City Mission Office.

Reservations must be made 30 days ahead of time.

[BOOK ONLINE](#)

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availability

While generally space is available at points throughout the week, our regularly scheduled programming commitments take precedence.

This means that each inquiry is considered on a case-by-case basis.

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setup & clean up

Chairs and tables are provided and should be set up by the renter. Renters are responsible for assuring that the facility is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, wiping up all spills, and removing all event materials from the space. Your rental fee includes a custodian who will clean the restrooms and vacuum the facility after your event.

decorations

Decorations are not provided by Royal City Mission. The Office must approve any and all decorations in advance and locations to be decorated or modified. Painters' tape is to be used on painted surfaces.



parking

There are limited spaces behind our building on Chapel Lane. Due to their limited nature, we cannot guarantee parking on site for your event staff or guests.

We recommend encouraging your guests to use the West Parkade parking at 110 Macdonell St or the Market Parkade at 10 Wilson St.



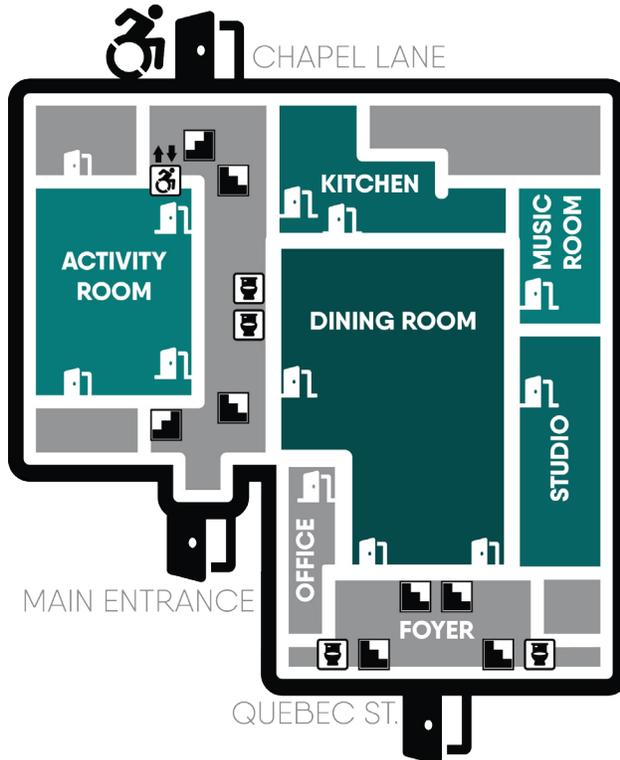
accessibility

Our building is wheelchair accessible through the rear entrance off of Chapel Lane. The lift can be operated by one of our staff or volunteers.



available rooms

MAIN FLOOR



UPSTAIRS



[CLICK HERE FOR CONCERTS](#)[CLICK HERE FOR WEDDINGS](#)

sanctuary

CAPACITY
400

The sanctuary has seating for 400 people, which includes tables at the sides and the balcony. There is no additional fee for using available approved equipment and furnishings in this space.

UPSTAIRS



Equipment includes:

- 20 metal chairs
- 5 round tables
- 1 music stand
- 1 handheld microphones

The sanctuary is equipped with a full sound system.

The stage is 20 x 25.

There is one screen with a video projector.

Detailed specs on equipment [can be found here >>>](#).

[CLICK HERE FOR PRICING](#)[BOOK THE ROOM](#)[GO TO TABLE OF CONTENTS](#)



dining room

CAPACITY
135

Our dining room is approximately 1,325 square feet and comes with round tables and chairs pre-setup. Our dining room operates as the hub for most Royal City Mission programming - availability is very limited.

The Dining Hall has a capacity of 135 seated or 350 standing.



[CLICK HERE FOR PRICING](#)

[BOOK THE ROOM](#)

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CAPACITY
50

the common

The Common is ideal as a meeting room. It is approximately 475 square feet. Couches and chairs are available for seating in this space. As well, a flat screen TV with HDMI feed is available in the room. The Common has a capacity of 50 seated or 120 standing.



[CLICK HERE FOR PRICING](#)

[BOOK A ROOM](#)

CAPACITY
...

the activity room

The Activity Room is ideal for small gatherings. It is approximately 1,080 square feet. There are some sitting areas, and additional seating is available. As well, a foosball table and ping pong table are available upon request.



[CLICK HERE FOR PRICING](#)

[BOOK A ROOM](#)

CAPACITY
...

the green room

The Green Room is a relaxed space that functions well as a lounge. During our worship services this room transforms into our nursery. The room comes equipped with a private washroom.



[CLICK HERE FOR PRICING](#)

[BOOK A ROOM](#)



financial information

pricing information

[BOOK A ROOM](#)

SANCTUARY

Hourly Rate: **\$85*** Day Rate: **\$550**

CONCERT PRICING

WEDDING PRICING

A sound technician will be on site for the first hour and last half hour of booking to ensure that you are properly set up to use the provided equipment. They will also be on call to help troubleshoot if there are any media issues. For bookings that require a sound technician to be on site throughout the booking, please consult either concert pricing or the wedding pricing.

*Minimum booking of three hours

[ROOM INFO](#)

DINING ROOM

Two Hours: **\$95** Additional Hours: **\$30**

[ROOM INFO](#)

THE COMMON

Two Hours: **\$95** Additional Hours: **\$30**

[ROOM INFO](#)

ACTIVITY ROOM

Two Hours: **\$95** Additional Hours: **\$30**

[ROOM INFO](#)

GREEN ROOM

Two Hours: **\$75** Additional Hours: **\$20**

[ROOM INFO](#)

MUSIC ROOM

Please contact us for pricing.

STUDIO

Please contact us for pricing.

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payment information

A non-refundable deposit of \$100.00 is due at time of reservation. Final payment is due one week prior to your event. There is no exception to this policy. Payments should be addressed to:

Royal City Mission
50 Quebec St.
Guelph, ON
N1H 2T4

insurance

We require renters to have their own liability insurance. The options are:

1. Using your business insurance and adding Royal City Mission as a second site.
2. Purchasing special event insurance.

Proof of insurance must be submitted to the church office one week prior to your event.

cancellation policy

Events must be cancelled in writing and should be submitted to our office as soon as possible. If an event is cancelled your deposit will not be refunded.

We reserve the right to cancel any event due to unforeseen circumstances. If Royal City Mission cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount on the facility rental fee.

rescheduling policy

If an event requires rescheduling, the office must be notified as soon as possible. We will do our best to accommodate any reasonable date changes, but cannot guarantee availability. All deposits and payments will be put towards the new event date. If an event is rescheduled less than 7 business days from the original start time of the event, an additional \$50 rescheduling fee will be applied to the event invoice.

damage deposit

Every rental is required to submit a cheque in the amount of \$100 as a cleaning & damages deposit. If the rental has been verified in good order by Royal City Mission staff, we will return the cheque. [See damages for more information no liability of damages.](#)

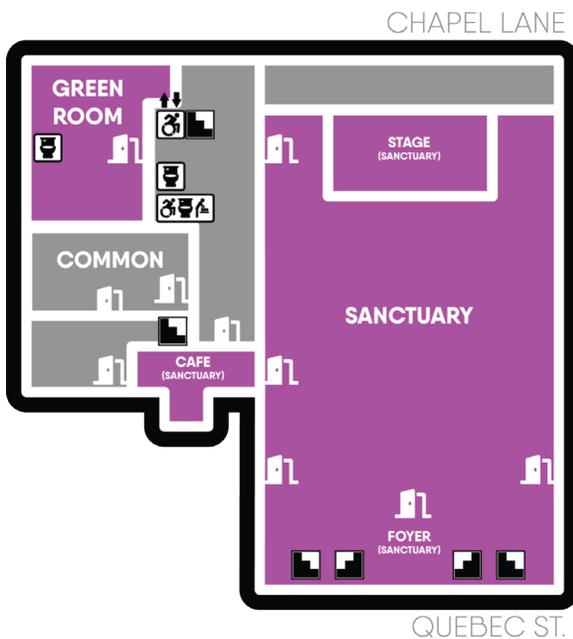
outside vendors

Outside vendors must be licensed and insured, and approved through the Office at least five (5) days prior to the event.



concerts

concerts



the space & seating

Our sanctuary space is a great space for your next show. A unique space in the heart of Guelph, it adds a whole other dimension to any performance. The space is equipped with a 20' x 25' stage, a centred screen with video projection, and concert-quality lighting and sound - putting on a show has never been easier.

Our space can seat 400 people. Our floor seating is made up of 175 fully cushioned chairs. Balcony seating are cinema-style wooden seats.

the green room

As part of the concert package, you also receive use of the Green Room which is equipped with a private washroom - a perfect spot to host your artists and VIPs.

pricing

CONCERT

Hourly Rate: **\$115*** Day Rate: **\$750**

A sound technician is included in your rental. Setup and sound checks must take place during the rental timeframe. For multi-day rentals, please check in with us about discounted rates.

*Minimum booking of 3 hours

[BOOK THE SPACE](#)

[GENERAL INFORMATION](#)

[OTHER FINANCIAL INFO](#)

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Gear List for Rentals

- Behringer X32 Console
- 2 QSC CX404 Power Amps (*center main and 4 monitors*)
- Ashly Protea 24.24m DSP
- LCR Main Speaker Set Up:
 - Presonus 328AI L/R
 - EAW AX396 Center
- QSC KS212c Cardioid Subwoofer
- 5 Floor Wedges :
 - 2 JBL MRX512m
 - 1 JBL JRX100
 - 2 Wharfdale Pro EVP-X12m
 - 4 Monitor Mixes Available from FOH
- 24 Inputs Available on Stage (*in stage pockets*)
- 8 Inputs Available via 8 Channel Digital Snake (*set up upon request*)
- 4 Behringer personal mixers available for in-ear monitors
- Microphones:
 - 3 Shure Beta58
 - 3 Shure SM58
 - 2 AKG C900
 - 1 Sure SM57
 - Audix Fusion Drum Mics with Behringer overheads
 - Audio Technica 3000 Series Wireless Handheld
 - Audio Technica 2000 Series Wireless handheld or Headset
- 4 Single DI Boxes (*2 Radial, 1 Digiflex, 1 Rapco*)
- 1 Stereo DI Box (*1 Digiflex*)
- 6 K&M Boom Mic Stands
- 2 Yorkville Short Stands
- 2 Hercules Single Guitar Stands
- Roland FA-08 Keyboard
- Ayotte 5 Piece Drum Kit
 - 22" Kick
 - 12" Rack Tom
 - 14" Floor Tom
 - 16" Floor Tom
 - 14" Pearl Snare
 - Mapex Kick Pedal and Hat Stand
 - Sabian 20" B8 Ride
 - Sabina 14" Hats
 - Sabian 16" AAXplosion Crash
 - Sabian 17" AAXplosion Crash
- 8' x 6' Drum Riser (*8" tall*)
- 2, 6' x 5' Risers (*6" tall*)

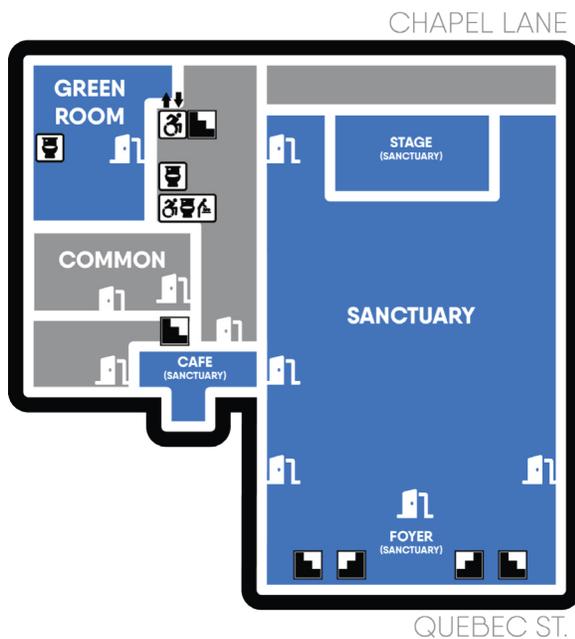
[BOOK THE SPACE](#)

[CONTACT US](#)



weddings

weddings



the space & seating

Have your dream wedding in our picturesque space. Built in 1873, our sanctuary has many classic touches, like our stained glass rose window, and modern amenities such as video projection and stage lighting.

Our space can seat 400 people. Our floor seating is made up of 175 fully cushioned chairs. Balcony seating are cinema-style wooden seats.

As part of the wedding package, you also receive use of the Green Room which is equipped with a private washroom - a perfect spot for a wedding party prior to the ceremony.

officiating

With being a higher needs community with not many financial resources, we do not have much staff bandwidth to offer extensive officiating services. If you are in need of an officiant, please contact us and we'll let you know if there is staff available to offer officiating services.

[CONTACT US](#)

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pricing

WEDDING

Hourly Rate: **\$115*** Day Rate: **\$750**
Night-Before Access: **\$220**

A sound technician is included in your rental. Setup and sound checks must take place during the rental timeframe.

Night-before access allows access to the Sanctuary at 7pm. This option includes a sound technician for one hour. With the night-before access, you can decorate the space and have it ready for your big day. If interested in night-before access, please mention this option in the 'special needs' category in the booking form.

*Minimum booking of 3 hours

[BOOK THE SPACE](#)

[GENERAL INFORMATION](#)

[OTHER FINANCIAL INFO](#)

other details

deliveries

No deliveries will be accepted by Royal City Mission staff for an event. Renters must bring all items with them at the time of set-up.

alcohol & smoking

Alcohol is not permitted on Royal City Mission premises, and smoking is not permitted inside facilities.

safety & damages

Visitor safety and access to public areas must be maintained during set-up periods.

Strict adherence to the maximum capacity is enforced in compliance with fire regulations.

Renters are liable for all damages incurred during their rental period.

financial assistance

We understand that times can be tough. We don't want financial difficulty to be a barrier to celebrating life's important moments. If you are in need of financial assistance please contact our office to determine next steps and if you are eligible.

[CONTACT US](#)

other information

Royal City Mission reserves the right to disallow access to the building to any renter or vendor who has violated these guidelines.

Renters should only access the parts of the facility that they have rented. Other parts of the facility should be considered off-limits.

Pricing may vary if you wish to book your event on a staff holiday.



ROYAL CITY MISSION

50 Quebec Street
Guelph, Ontario
N1H 2T4

royalcitymission.ca

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[BOOK THE SPACE](#)



appendix

rental request form

BOOK ONLINE

Event Name or Group: _____

Primary Contact: _____

Phone #: _____ Email: _____

Date(s) Requested: _____ Est. Attendance: _____

Start Time (including setup): _____ End Time (including clean-up): _____

GENERAL BOOKING

Please select the rooms you would like to rent:

- Sanctuary
- Dining Room
- The Common
- Activity Room
- Green Room
- Music Room
- Studio

CONCERT BOOKING

Please select the rooms you would like to rent (Sanctuary & Green Room are already included):

- Dining Room
- The Common
- Activity Room

WEDDING BOOKING

Please select the rooms you would like to rent (Sanctuary & Green Room are already included):

- Dining Room
- The Common
- Activity Room

Special Needs (i.e., audio, setup, etc.) : _____

Description of Event: _____

I have read the facility use policies and I agree to the stated terms, conditions and policies. I understand that a 25% non-refundable deposit is due at time of reservation and the additional balance is due one week prior to event.

Signature: _____ Date: _____

Please submit completed form to our office at Royal City Mission, 50 Quebec St., Guelph, Ontario, N1H 2T4

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