

## OLD CHURCH INVENTORY – MISC ITEMS (as of May 2016)

<b>Address: 3704 First Ave., corner of King St.</b>	
<b>MISC</b>	
Occupancy limit	80 people - max. capacity
Main hall dimensions	W – 22.5 ft / L – 33 ft (approx)
Stage dimensions	W – 15.9 ft / L – 11.9 ft
Tables	10, stored under the stage (approx. 7x3)
Folding Chairs	97 padded chairs
Upright piano	1 (on stage)
<b>KITCHEN</b>	
Coffee Urns	80 cup – 30 cup – 10 cup
White dinner plates	91
Small white plates	96
White bowls	91
White tea cups	98
White tea cup saucers	94
Small tumbler glasses	25
Wine glasses	80
Misc mugs	8

The Church kitchen also has a standard kettle, 1-2 teapots, 1-2 creamer/sugar bowls, some plastic serving trays, as well as cutlery, kitchen knives, etc. Other miscellaneous kitchen items have accumulated over the years, and are not fully inventoried.

### ***Sound System Contacts:***

**\*Ensure that you make contact with one of our sound volunteers ahead of your use of the sound system if you require assistance. This is the responsibility of the renter\***

**Peter Haines:** (250) 877 9848

**Ryan Miller:** (250) 877-2539

# Old Church FAQs

**Q: What is the Church address?**

A: 3704 First Avenue (corner of King and First), Smithers

**Q: Who do I make my cheques out to? When is my payment due?**

A: “Bulkley Valley Museum” or “BV Museum”. Payment is due and payable at the time key is picked up.

**Q: What form of payment can I use?**

A: The BV Museum only accepts cash or cheques for both the \$200 deposit and the rental invoice payment. We cannot accept debit or credit payments at this time.

**Q: What is the \$200 deposit for? Can I use it towards my invoice payment?**

A: The \$200 cheque is your damage deposit. It confirms your booking. Until your booking is confirmed, your rental slot could be taken by someone else. The \$200 cheque is not cashed unless there is damage, or you do not fulfill your obligations as renter. After renting it is returned to you. We require a separate cheque for your invoice payment.

**Q: How many people can fit in the Church?**

A: A maximum of 80 people are allowed in the Church at any time.

**Q: I want to serve or sell alcohol at my event. What do I do?**

A: The Museum does not provide a liquor license. Special Occasion Licenses for liquor must be obtained by the renter. Contact the BC Liquor Store or visit <http://www.bcliquorstores.com/special-occasion-licence> for information. The Museum can provide the name and contact information of a *Serving It Right* certified individual upon request.

**Q: When and where do I pick up the keys?**

A: Keys are obtained from the Bulkley Valley Museum. Regular hours are Monday-Friday, 9am-5pm. Summer hours vary yearly, contact the Museum for details.

**Q: My rental is on the weekend. Can I pick up my keys on the weekend?**

A: Keys must be picked up before 5pm on the Friday preceding your booking, unless special arrangements are made with Museum staff in advance.

**Q: What cleaning am I required to do?**

A: The Rental Policy provided at the time of the booking details what cleanup is required of renters.

**Q: If I have to clean, why is there a \$25 cleaning fee?**

A: The \$25 cleaning fee pays for the custodian, who clean the washrooms, washes the floors, removes garbage, and completes any other cleaning required beyond the basic tidying asked of renters in the Rental Policy. It also helps pay for cleaning and washroom supplies.

**Q: My event ends late in the evening. Can I go back the next day to do my cleanup?**

A: Your rental slot ends at the time you provide when booking. The custodians will be in immediately after your rental, as there may be another rental the next morning. If you have not vacated the Church or completed your cleanup by the time stated on your Rental Agreement, your damage deposit will not be returned. If you want to complete cleanup the next day, you must book and pay for the needed hours the next day.

**Q: How do I return my key and get my deposit cheque back?**

A: Your key can be returned to the Museum during regular business hours (Mon-Fri 9am-5pm). Your deposit cheque can be picked up from Museum staff or shredded at your request. Undated deposit cheques that will not expire can be retained by the Museum and used for your next booking.

**Q: Can I use candles?**

**A:** No. Due to the dangers of open flame our insurance company will not cover the use of lit candles. Only battery operated flameless candles are permitted. Candles and open flame are also not permitted in the Garden.

**Q: I am not sure how to set up the sound system or stage lights. Who do I contact?**

**A:** Contact information for two volunteers that can assist you is included on the Miscellaneous Inventory page.

**Q: Do you offer catering services?**

**A:** The Museum does not offer catering services and will not arrange catering services for your event on your behalf. The Museum can provide a list of catering contacts upon request.

**Q: Does the Museum set up the chairs and tables/kitchen/sound system/stage lights for my event?**

**A:** Museum staff do not set-up for Old Church events. Renters are expected to do all set-up and take-down themselves and should book the Church so that they give themselves enough time to do both these activities.

**Q: Can I rent flip charts for my event?**

**A:** The Museum does not have flip charts for rent. The Museum can provide a list of local businesses that rent flip charts upon request.

**(UPDATED September 2018)**