

## OLD CHURCH INVENTORY – MISC ITEMS (as of March 2020)

<b>Address: 3704 First Ave., corner of King St.</b>	
<b>Hall</b>	
Main hall dimensions	W – 23 ft / L – 33 ft (approx)
Stage dimensions	W – 15.9 ft / L – 11.9 ft
Tables	Minimum 10 (6' and 7' lengths)
Folding Chairs	80 padded chairs
Upright piano	1 (on stage). Key must be obtained from staff
<b>KITCHEN</b>	
Coffee Urns	80 cup – 25 cup – 12 cup
White dinner plates	72
Small white plates	89
White bowls	66
White tea cups	89
White tea cup saucers	90
Small tumbler glasses	36
Wine glasses	67 (March 7 2020)
Salt & Pepper sets	22

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

### **Sound System:**

For simple sound setup (computer/smartphone sound or microphones) a very easy “plug and play” mixer is available. Instructions are provided to renters who book the sound system.

For more complex sound setups, like concerts, etc. additional sound boards and stage lighting are available. For assistance with those systems, we recommend contacting **Taylor Sound & Light Productions** at least two weeks in advance of your booking for availability, and fees. BVM staff are not able to assist with more complex setups. Renters are responsible for paying any additional fees to outside contractors.

**Steven Taylor** / Taylor Sound & Light Productions  
**250-847-0773**

# 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: 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. Ensure your event is compliant with any local municipal by-laws or requirements.

**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 Taylor Sound & Light Productions [taylorlpro@gmail.com](mailto:taylorlpro@gmail.com) at least two weeks before your booking. Additional fees may apply, and are not covered by the Old Church rental fees, or by the BV Museum.

**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 some local 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. Flip chart pads can be obtained from Mills Office Productivity.

**(UPDATED September 2021)**