



Canterbury

SCHOOL

Facility Rentals

Thank you for choosing the facilities at Canterbury School for your special event. This package is provided so that you will know and understand our policies and procedures for facility rentals.

Kelen Walker
Facility Rentals Manager
Canterbury School

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Constituencies

Special prices for these constituencies can be found throughout the rental package.

Canterbury Family

Canterbury Graduates
Current Canterbury Employees & Parents
Current Board Members

Canterbury Friends

Former Canterbury Students
Former Canterbury Employees
Former Board Members

General Public

All others

Constituency rates only applicable to the contract holder. Friends and relatives of constituents do not qualify for discounted rates.

Facility Rentals at Canterbury School

Phillips Chapel

Baptism/Funeral

Extra services are not included; please confer with school chaplain and organist.

Canterbury Family	\$150
Canterbury Friends	\$250
General Public	\$500

Concert/Lecture/Performance:

Extra services: maintenance personnel, 1 hour for set-up and 1 hour for clean up

Family, Friends, General Public	\$350 1st hour, then \$250/hour
Non-profit Organizations	\$350 1st hour, then \$150/hour

Stafford Arts Center/Berry Hall

Concert/Exhibition

Services included: maintenance personnel, 1 hour for set-up and 1 hour for clean up

Family, Friends, General Public	\$350 1st hour, then \$250/hour
Non-profit Organizations	\$350 1st hour, then \$150/hour

Events

Services included: maintenance personnel, 1 hour for set-up and 1 hour for clean up

Family, Friends, General Public	\$350 1st hour, then \$250/hour
Non-profit Organizations	\$350 1st hour, then \$150/hour

Meetings/Conferences

Services included: maintenance personnel, 1 hour for set-up and 1 hour for clean up

Canterbury Family	\$150/hour
Canterbury Friends	\$200/hour
General Public	\$250/hour

Phillips Chapel Amenities

- Phillips Chapel and outdoor chapel (indoor and outdoor wedding ceremony options)
- Private vesting/dressing quarters
- Adjustable lighting
- Maintenance representative on site for the duration of your event
- On-site parking
- Planning meetings with vendors by appointment
- Organ/baby grand piano and organist/pianist
- Seating for 450 guests
- Sound system

Berry Hall Amenities

- Berry Hall offers 11,635 square feet of both indoors + additional outdoor options
- Setup and breakdown of tables and chairs
- Option to personalize event layout
- Rectangular banquet-style tables (6 feet long) and round dinner tables (6 feet diameter)
- Stage access for band or DJ
- Outdoor courtyard for cocktail hour
- Outdoor manicured lawn for dining and entertaining (option for tent)
- Kitchen access for caterer (not a commercial kitchen)
- Folding chairs
- Baby grand piano in Berry Hall

Technology:

- LCD projector & screen
- Microphone and speakers
- Mounted production lighting
- Wi-fi
- Sound System

Stafford Arts Center Amenities

- Gallery/foyer with high-ceilings, large windows and a beautiful view
 - Lots of natural light
 - Standing capacity of 50, auditorium-style seating capacity of 60, table-seated capacity of 40
- Conference room with large oval table and cushioned chairs, capacity of 15
- Outdoor courtyard and garden available with rental

Phillips Chapel Equipment List

Contact or Group Name:

Date of Event:

Microphones:

Handheld:

Wireless (1) Wired (5) Qty. _____ Mic Stand Lavalier Pulpit

Sound System

Piano

Organ

Processional Cross

Torches

Risers

Baptismal Font

Baptismal Pitcher

Tables (qty _____)

Gospel/Altar Book

Offertory Plates (2)

Candles

Eucharistic Vessels

Chalices

Pitcher/glass

Ciborium (Silver)

Eucharistic Set-Up:

small lavabo pitcher

lavabo bowl

water cruet

Patens (1 silver, 4 ceramic)

Linens

Piano Light

Please return to:

Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:

walker@canterburygso.org

Berry Hall Guidelines

- Canterbury School is a smoke-free campus. This includes inside and outside of all buildings. Please respect and plan for this request before your event.
- The renter is responsible for placing all garbage in receptacles after the event. Not honoring this request will result in an extra fee for the added labor of our staff. The catering staff/renter is responsible for garbage disposal in our dumpsters after the event. Again, not honoring this request will result in an extra fee for added labor for our staff.
- If seating and table arrangements are needed, please use the attached diagram of Berry Hall to designate your expectations. Any request for table and chair arrangement must be submitted to the Facility Rental Manager two weeks prior to the event.
- If Berry Hall is not otherwise booked, we will allow decorations to be stored there the evening prior to your event. Any deliveries must be made prior to 9 p.m., or an extra fee will be charged. Otherwise, no deliveries may be made to Berry Hall prior to the day of the event. Any requests will result in an extra fee for usage of Berry Hall.
- It is preferable for rented tables/chairs/dance floors/equipment to be picked up immediately following the event. If that is not possible, equipment must be picked up no later than 10 a.m. Monday morning. Failure to comply will result in a deduction from the \$300 deposit.
- Outside vendors are welcome to visit the venue prior to the event at no extra charge, as long as these arrangements are made through the Facility Rentals Manager. The renter should consider any set-up/preparation time for the day of the event in their rental application. Canterbury will be available two hours prior to the event starting time. However, should outside vendors need access to Berry Hall during the day of the event, we will make the facility available for one extra hour during that day for your convenience at no extra charge to the renter.

Berry Hall Equipment List

Contact or Group Name: _____

Date of Event: _____

We provide 30 round tables (seating 8 per table), 16 rectangular tables (4 per table) and 240 folding chairs. We do not provide linens. Maximum seating: 240.

Round Tables (#) _____

Rectangular Tables (#) _____

Folding Chairs (#) _____

If you have a preferred seating arrangement, please use the Berry Hall Layout and provide it to the Facility Rentals Manager.

Sound System

Microphones

Lavaliere (#) _____ Hand held (#) _____
(sound check required before event)

Projector Screen

Caterer _____

Number of Guests _____

Buffet

Seated

Podium

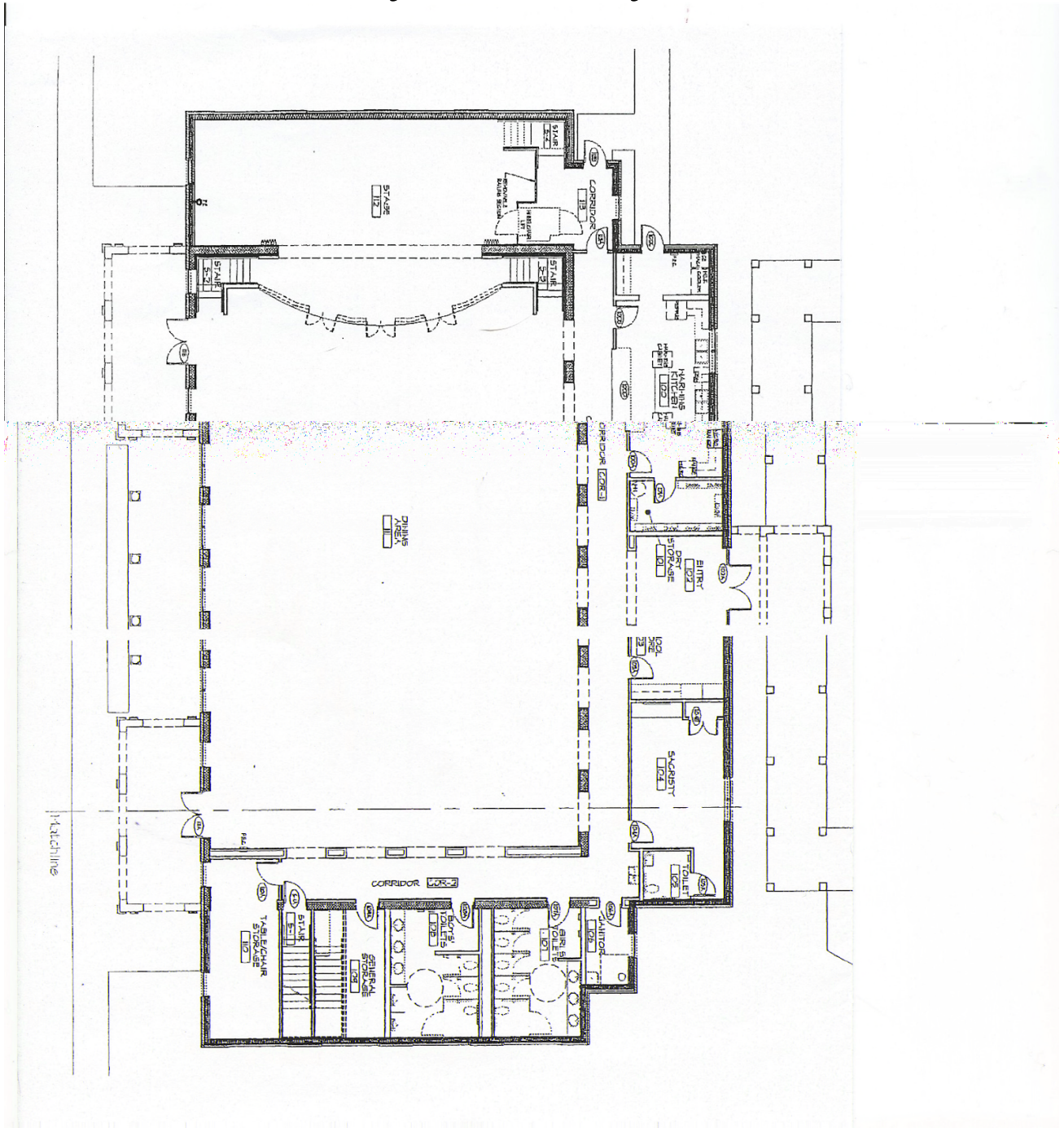
Piano

Outdoor Set-Up

Please return to:
Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walkerk@canterburygso.org

Berry Hall Layout



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Or, email to:
walker@canterburygo.org

ABC Permit

A NC ABC permit is required for wedding receptions to bring fortified wine and spirituous liquor onto the premises of Canterbury School. The renter of our facility must obtain the permit.

- Go to website <http://abc.nc.gov/Permit/SpecialPermits> and download the “Limited Special Occasion permit.”
- Go to the Bookkeeping Office in the Clerk of Court in the Guilford County Courthouse (201 S. Eugene St., Ph: 336-412-7300) for a certified criminal record check. Present your driver’s license and pay for the certificate with seal.
- Bring the completed application to the Facility Rentals Manager at Canterbury School to sign the *Lease Information* section of the application.
- Obtain a \$50 certified check or money order and have the signatures on the application notarized.
- Make copies of:
 - Agreement with Canterbury School
 - Diagram of the area to be used if a fundraiser (Diagrams attached)
 - IRS certificate of proof of 501(c)3 status/Nonprofit status if applicable
- Make a copy of all documents for your records.
- Mail all of your documents to the respective US Postal Service (regular mail) or UPS Express Mail or Fedex/UPS address on the application. We suggest mailing the forms “certified” and “return receipt requested.”

If spirituous liquor or fortified wine is to be served at your event, Canterbury School requires a copy of the approved NC ABC permit prior to your event.

Please return to:
Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walkerk@canterburygso.org

Preferred Caterers

All caterers must be licensed and bonded.

The Painted Plate

Pepper Moon

Luv2Cook

Maria's Catering

The Stocked Pot

Fresh.Local.Good Food Group

Visions Catering

Culinary Visions

MJ's Catering

Preferred Florists

Just Priceless Florist

Plants and Answers Florist

Randy McManus Designs

Botanica

Designs North Florist and Interiors

Bloemenbinder: The Flower Maker

The Farmer's Wife

Preferred Party Rental Equipment Companies

Partymakers

Happy Rentz

Grand Rental Station

Rental Application

Contact Person/Organization: _____

Address: _____

Contact Information:

email address: _____

phone: _____

Affiliation with the School:

- Canterbury Family
- Canterbury Friends
- General Public

Facility Requested:

- Phillips Chapel Berry Hall Stafford Arts Center
- Athletic Field Haley Athletic Center

Event:

- Wedding Funeral Reception Reception Concert
- Soccer Baptism Performance Birthday Party other

Wedding:

Bride: _____

Groom: _____

Wedding Coordinator: _____

Clergy: _____

Baptism:

Child's Name: _____

Parents' Names: _____

Funeral:

In Honor Of: _____

Participating Clergy: _____

Date(s) of use: _____

Hours of use: From: _____ To: _____

Fee agreed upon: \$_____ (if applicable)

Please return application to:
Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walkerk@canterburygso.org

Conditions of Use

The Applicant and the Organization represented by him or her agrees with the School as follows:

1. The Applicant and the Organization will be jointly and severally liable and responsible for any and all damage to the building, furniture, equipment and other property of the School which arises during or is related to the use of the Canterbury School facilities by the Organization. A deposit of \$___ will be applied by the School to any such damage, and unapplied amounts shall be returned to the Organization, and/or full payment of \$___ must accompany this form at the time of booking.

2. Except as provided in paragraph 2a below, the use of the facility will not involve the use of alcohol, tobacco products, weapons of any kind, or any activity, which is likely to cause damage to school property, or create conditions likely to cause injury to the participants in the use.

2a. The serving of alcohol will be allowed solely at the discretion of Canterbury School and only by vendors with valid, state issued liquor licenses approved by Canterbury School.

3. No Canterbury School facility shall be considered as reserved until this Facility Use Agreement and all required fees have been delivered to and accepted by Canterbury School.

4. The Organization and the Applicant agree to leave the facility described above ready for the next day's operations and in the condition in which it was found when first used by the Organization. The school reserves the right to deduct or charge any costs incurred due to maintenance, janitorial costs, or repair. Canterbury School's representative on the premises will be responsible for reporting the conditions of the premises.

5. Neither Canterbury School nor any of its trustees, employees, or agents shall be responsible for any personal injury or damage or loss or theft of clothing or equipment of the Organization, Applicant, or any other person which occurs in connection with, or is related to, the use of the facility by the Organization.

6. The Organization shall be responsible for the conduct of all persons admitted to the buildings and grounds of Canterbury School, and shall insure that all of Canterbury School's regulations with respect thereto shall be observed and satisfied. This includes, but is not limited to, the expectation to maintain a non-smoking campus.

7. The Applicant and the Organization agree to insure that all persons admitted to the use of Canterbury School's facilities shall have vacated the School property promptly at the time when its use of such facilities terminates, as set forth above in the Agreement. If the premises are not vacated promptly at the time agreed upon, an additional charge of \$150 per hour or part thereof will be assessed to the Applicant and the Organization. Canterbury School's representative on the premises will be responsible for reporting the time at which the premises are vacated.

8. The Applicant and the Organization hereby jointly and severally agree to indemnify and hold harmless Canterbury School, its trustees, agents and employees from and against all liability for personal injury, damage or loss sustained by the Applicant, the Organization, or any other person or entity as a result of, with respect to, or in any way connected with, the

Organization's use of the Canterbury School's facilities and premises. The Applicant and the Organization hereby jointly and severally agree to pay for, indemnify and hold Canterbury School harmless from and against any and all damage to the property of the School which arises as a result of, with respect to, or is in any way connected with, the Organization's use of the School's facilities and premises.

9. Canterbury School has the right to cancel this agreement at any time if it is determined that the Applicant/Organization is not conducting transactions/behaviors properly.

10. Canterbury School has the right to cancel reservations due to conditions of facilities because of weather conditions.

11. In the case of an individual applicant, Canterbury School requires the following information before this Agreement is considered final:

Applicant/Organization Name: _____

Signed: _____ Title: _____

Date: _____

Name and Title of Designee on Duty: _____

(The designee on duty must be present for the duration of the event.)

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c/o Kelen Walker
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Greensboro, NC 27455

Or, email to:
walker@canterburygso.org

Athletic Rentals

Haley Athletic Center Amenities

- Single-use event/tournament or regular season
 - Basketball, volleyball, martial arts
- Two basketball courts
- Two volleyball courts
- Bleacher seating
- Indoor, lofted walking track
- Speaker system and scoreboard
- Classroom with tables and chairs
- Conference Room with round tables and cushioned chairs
- Boys' and girls' locker rooms
- Concession stand

Athletic Field Amenities

- Single-use event/tournament or regular season
 - Primarily youth soccer and lacrosse
 - Lined fields
 - No lighting, ideal for early afternoon in spring/fall, late afternoon in summer

Athletic Events

Rental Rates

Any athletic rental at Canterbury School requires a \$1 million liability insurance policy, signed waivers for each participant, and an Accident/Medical Policy. This must be turned in prior to the start of the rental, and cannot be purchased from Canterbury.

Haley Athletic Center

Athletic Season (12 weeks - once per week - 1 hour)

Canterbury Family and Friends	\$600/season
General Public	\$750/season

Athletic Practices

Canterbury Family and Friends	\$60/hour
General Public	\$75/hour

Soccer Field

Athletic Season (12 weeks - once per week - 1 hour)

Canterbury Family and Friends	\$600/season
General Public	\$750/season

Athletic Field

Canterbury Family and Friends	\$60/hour
General Public	\$75/hour

Haley Athletic Center and Athletic Field

One-day Tournaments	\$600/8-hour day + \$60/additional hour
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*\$185 extra charge for lining the field

** \$10 trash removal fee

Canterbury School Athletic Rental Conditions of Use

Haley Gym

- The renter is responsible for placing all garbage in receptacles after the event. Not honoring this request will result in an extra fee for the added labor of our staff.
- At the conclusion of your event, the facility must be returned to the condition in which it was found.
- The renter of the facility must provide all materials (volleyballs, basketballs, etc). Canterbury does not guarantee the use of our athletic materials with the rental of our space.
- In the case of a volleyball rental, Canterbury is not responsible for setting up or breaking down the volleyball net.
- No food or drink is permitted in the gym.
- Only athletic shoes are to be worn on the court.
- All practices must be concluded by 9 p.m.

Athletic Field

- Pets are not permitted at Canterbury School's athletic field.
- If portable goals are brought to our field, please properly remove them at the conclusion of your event.
- All trash must be picked up and removed from the field and sidelines at the conclusion of your event.
- Parking is only permitted on the side of the street across from the athletic fields. For safety purposes, sufficient space must be left in the event of an emergency evacuation.
- Youth leagues are welcome; however, we cannot accommodate adult leagues.
- If your event requires the field to be lined, Canterbury will charge an additional \$175 to your rental fee.

Applicant/Organization Name: _____

Signed: _____ Title: _____

Date: _____

Name and Title of Designee on Duty: _____

(The designee on duty must be present for the duration of the event.)