

Loyola Chapel Fee Estimate Structure 2015

Chapel Rental Rates	Internal	External	Details
Administrative Coordination Fee	Waived	\$75.00	Includes coordination with university departments on behalf of client (Electrical, Environment, Health & Safety, Parking Services, and Security).
Space Rental Day (8 hours)	Waived	\$280.00	Considers occupying space, also for rehearsals, set-up or storage without the need for labour.* External space rental \$35/hr.
Partial Day Rental (4 hours)	\$160.00	\$300.00	Includes 2 onsite event assistants at \$40/hr and considers event support such as size of event, setting up furniture, audio-visual, etc. External space rental \$35/hr.
Full Event Support Day (8 hours)	\$320.00	\$600.00	Includes 2 onsite event assistants at \$40/hr and considers event support such as size of event, setting up furniture, audio-visual, etc.

Special Events	Internal	External	Details
Wedding - Must have Concordia/Chapel connection.	\$400.00 (Students) \$575.00 (Concordia)		Includes coordination fee, rehearsal time and wedding day and min. 2 onsite event assistants. <i>Internal rate for current registered student(s).</i>
Roman Catholic Wedding	\$450.00 (Students) \$625.00 (Concordia)		Includes additional administrative support with the Offices of the Archdiocese.
Funeral/Memorial Internal (includes rental & 2 event assistant)	\$300.00	\$475.00	Includes min. 2 onsite event assistants and considers event support such as size of event, setting up furniture, audio-visual, etc. Also, considers a small reception.



* **Event Assistant** responsibilities can include, and are not limited to: Access to chapel and resources, bartending, set-up & take down of furniture layout, audio-visual support, ushering, and or liaison with Security and Loyola Campus. The Chapel office reserves the discretion to determine the amount of event assistants needed based on event details at the cost of the organizer.

Additional Services:	Fees
Basic Sound System (PA with 4 speakers & 3 mics).	Included in rental
Large Chapel Screen 10x16 Feet (labour set-up and take down)	\$100.00
Small Screen 5 x 7 Feet (labour set-up and take down)	\$50.00
Projector	\$50.00
Piano Tuning	\$150.00
Overtime per half hour labour of event assistants and \$35/hr.	\$55.00-\$75.00/hr
Additional Event Assistant	\$20.00/hr
Additional Technical support per hour from IITS – Concordia	\$20.00/hr
Additional Security Coverage (\$35 per agent, min. 4 hours)	\$140.00
Additional Electrical Coverage (\$40.00 per electrician / hour)	\$40.00hr