

## Loyola Chapel Fee Estimate Structure 2021

Chapel Rental Rates	Internal	External	Details
Administrative Coordination Fee	<i>Waived</i>	\$75.00	Includes coordination with university departments on behalf of client (Facilities, Electrical, Environment, Health & Safety, Parking Services, and Security).
Space Rental for a 4 Hour Block Without Support	<i>Waived</i>	\$200.00	Includes use of space without the need for labour. Additional space rental \$50/hour.
Space Rental for a 4 Hour Block With Support	\$180.00	\$380.00	Includes 2 onsite event assistants at \$45/hr with event support such as, the size of event, the set-up, audio-visual, and take-down. Additional event assistants will be hired as required for the specifics of the event. Additional space rental \$50/hour.

Special Events	Internal	External	Details
Wedding - Must have Concordia/Chapel connection	\$800.00		Includes coordination fee, rehearsal time, and wedding day with a minimum of 2 onsite event assistants. Roman Catholic weddings include an additional fee of \$50, for administrative support with the Offices of the Archdiocese.
Memorial	\$400.00	\$500.00	Includes minimum 2 onsite event assistants with event support such as, the size of event, set-up, audio-visual, and take-down, as well as a small reception. Additional event assistants will be hired as required for the specifics of the event. Additional space rental \$50/hour.

\* **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 number of event assistants needed based on event details at the cost of the organizer.

<b>Additional Services:</b>	<b>Fees</b>
Basic Sound System (PA with 4 speakers & 3 mics).	Included in rental
Large Chapel Screen 10x16 Feet (labour set-up and take down)	\$150.00
Small Screen 5 x 7 Feet (labour set-up and take down)	\$50.00
Projector	\$50.00
Piano Tuning	\$150.00
Overtime labour/per hour for each event assistant (2-4 assistants) including \$50/hr for the space.	\$95.00-\$135/hr
Additional Event Assistant	\$20.00/hr
Additional Technical support per hour from IITS – Concordia	\$47.00/hr
Additional Security Coverage (\$35 per agent, min. 4 hours)	\$140.00
Additional Electrical Coverage from Concordia	\$54.00/hr