

June 26, 2023.

## **Facility Rentals**

Consult the office administrator at [office@calgaryunitarians.ca](mailto:office@calgaryunitarians.ca) or 403 276 2436 to discuss your needs and get your questions answered. You can make arrangements to visit the building to view the available spaces .

Consult the Calendar on-line at <https://calgaryunitarians.ca/calendar-booking-form/> to see if the room you are interested in is available.

Fill out a booking request form on line.

You will receive an email back from the office, asking for more information if necessary, or confirming your booking.

## **Panabaker Hall**

Panabaker Hall is the main sanctuary of the church.

***Dimensions of the room:*** 45.5 feet x 36 feet, plus stage 9.5 feet x 36 feet

### ***Capacity:***

Seats 200 snugly or 160 comfortably theatre style or 125 at chairs and tables

### ***Features:***

- Upholstered chairs that can be configured in many different ways
- Folding tables of various sizes available.
- Grand piano
- Audio visual equipment including projection screens, microphones etc. available for a fee, and including services of an operator
- Stage at the front suitable for musical performances
- Audio-visual recording of activities in this space can be piped into the adjacent Wickenden Hall (see below)

### ***Accessibility:***

Stair lift at northeast entrance provides wheelchair accessibility

***Washrooms:*** accessible washroom on the same level as Panabaker and Wickenden with additional washrooms on the lower level.

***Rates:*** \$27 per hour

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**Wickenden Hall** Wickenden Hall is the social hall of the church

***Dimensions of the room:*** Dimensions: 59 feet x 26 feet, plus stage 10 feet x 9 feet

***Capacity:***

145 theatre style or 100 at tables and chairs

***Features:***

- Large, bright room with natural light and screened windows on both sides that open for better ventilation if needed.
- The room is normally left empty. There are approximately 125 upholstered chairs and various sizes of folding tables.
- There is an upright piano.
- Audio visual equipment including projection screens, microphones etc. available for a fee, and including services of an operator
- Access to a full commercial kitchen.

***Rates:*** \$27 per hour

There are additional costs and requirements for use of the kitchen.

**Rooms 1 and 4**

These are two classrooms located on the lower floor of the building. Plastic chairs and folding tables are available.

**Room 1**

Room 1 is a classroom located on the lower floor of the building.

***Dimensions:*** 17 ft by 28 ft.

***Capacity: classroom*** - 20, as a reception - 30

***Features:***

- Upright piano
- Plastic chairs and folding tables available

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***Rates:***

\$22 per hour

**Room 4**

Room 1 is a classroom located on the lower floor of the building.

***Dimensions:*** 13 ft by 27 ft

***Capacity:*** as a classroom - 15, as a reception - 25

***Features:***

- Plastic chairs and folding tables available

***Rates:***

\$22 per hour

**General Information**

For regular rentals (e.g. weekly, monthly), special arrangements are possible. Please contact the administrator to discuss.

When making a booking, please include a 'buffer' on either side to allow for time to get settled and to take down. This will also ensure that you will not be delayed in getting into your reserved room because of a previous renter.

Both Panabaker and Wickenden Halls have a sound system. The fee for the sound system includes an operator and the cost is \$40 per hour for a minimum of two hours.