



Rentals FAQ

Last update: July 25, 2022

Note: This FAQ is for standard rentals, not weddings. For information about weddings, please visit our [Weddings](#) page on our website.

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A. Standard Rentals

1. Who can rent space at Grace Toronto Church?

Due to high space usage in our building, our rental spaces are only available to Grace Toronto Church members and affiliates.

2. What spaces are available for rent? What are their maximum capacities?

There are three spaces available for rent:

1. **Sanctuary:**
 - Seats a maximum of 715 guests (main floor 315, balcony 400)
2. **Neighbours Hall** (Main floor):
 - Standing/Cocktail Receptions: maximum 200 capacity
 - Dining Reception: maximum 60 capacity (this is due to the pillars located throughout the space)
3. **St. Andrew's Hall** (2nd floor, not accessible):
 - Standing/Cocktail Reception: maximum 280 capacity
 - Dining Reception: 175 maximum capacity

3. What are the associated costs and what do they include?

Please submit a rental inquiry via our [website](#) to request information about pricing.

4. Are tables and chairs included in the rental?

Our rental package includes the use of up to 150 chairs and 12 tables, subject to availability. You may also rent your own tables and chairs to use in our facilities.

5. Is there a kitchen space available for use?

Our designated kitchen spaces are available for storage and warming only.

6. I want to rent space at Grace Toronto Church. How do I get started?

Please submit a rental inquiry via our [website](#) to begin our rental process.

B. General Information

1. Apart from the cost, what else is required to book my event at Grace?

We require the following from all renters.

\$225 - Late End Deposit

Out of consideration for other events and our staff's schedules, we have added a late end deposit. This is a separate cheque, post-dated to the date of the rehearsal, to be deposited if the event extends beyond the rental period.

\$500 - Damage Deposit

The damage deposit is to ensure no church property is damaged due to use of space. This is a separate cheque, post-dated to the date of the rehearsal, to be deposited in the event of damage to church property.

Proof of Insurance

We require all renters to provide proof of special events liability insurance coverage for \$2 million with Grace Toronto Church as an additional insured. Here is an [example](#).

2. What is your Refund Policy?

A full refund will be provided if notified 90 days or more prior to the event. If notified less than 90 days before the event, no refunds will be provided and your fee will be forfeited.

3. How far in advance can I book my event?

We only allow bookings less than 12 months in advance. We may not be able to accommodate bookings less than 3 months in advance.

4. What Grace staff will be present at my event?

a) Site Coordinator

All rentals at Grace require the presence of a Site Coordinator at the event. Your Site Coordinator will make sure the building and all necessary rooms are open at the beginning of the rental period(s) and closed at the end of the rental period(s), and will handle any site-specific issues that arise during the rental period(s). All event-specific tasks, such as set up, clean up, and greeting guests, is the responsibility of the renter(s).

b) AV Specialist

If your event requires use of Grace's AV systems, one or more AV Specialists will be assigned to your event for an additional fee. They will coordinate with you regarding set up, soundcheck/testing and operation of our system for your event.

Your Grace event team will be in touch with you the week before your event to coordinate details. Prior to this, please direct all inquiries to the Rental Coordinator.

5. What are the official building open and closing times?

The building is open from 9:00am to 9:00 pm, Monday to Friday and 9:00am to 8:00pm on Saturdays. However, your time to vacate the facility may differ based on the specific time allotments for your event. These closing times best facilitate our maintenance staff.

6. Is there parking?

There is no on-site parking available. However, paid parking is available on the streets surrounding our facility. For example, there is street parking on Carlton St and Jarvis St, along with some side streets in the area. There is also a Green P lot on Sherbourne St north of Carlton St. Please note that on weekdays, the city restricts parking during certain times of the day on Carlton St and Jarvis St.

7. Are washrooms available?

Washrooms will be made available to renters.

8. Does the building facilitate those with accessibility needs?

Our main floor spaces and washrooms facilitate those with accessibility needs.

9. Is there an elevator?

There is no elevator present in our facilities at this time.

10. Are alcoholic beverages allowed?

No. Alcoholic beverages are not to be distributed or consumed on church property or in church facilities. This is a part of our building policy at this time.

11. Are there any decor restrictions?

Our decor restrictions are designed to prevent any damage to the facility and excessive clean up for your decor team and our staff. These can be discussed directly with the Rental Coordinator who can provide recommendations or ideas on how to avoid this and still enhance the beauty of the space.

12. What are the church's office hours?

The church's office hours are 9:00am to 5:00pm, Monday to Thursdays and 9:00am-12:00pm on Fridays. The Rental Coordinator's hours may vary from the regular office hours.