



**SPACE RENTAL**  
at  
**ESG United Church**

**2023 Package**



**United Church**

Discover. Your way.



## Our Facility

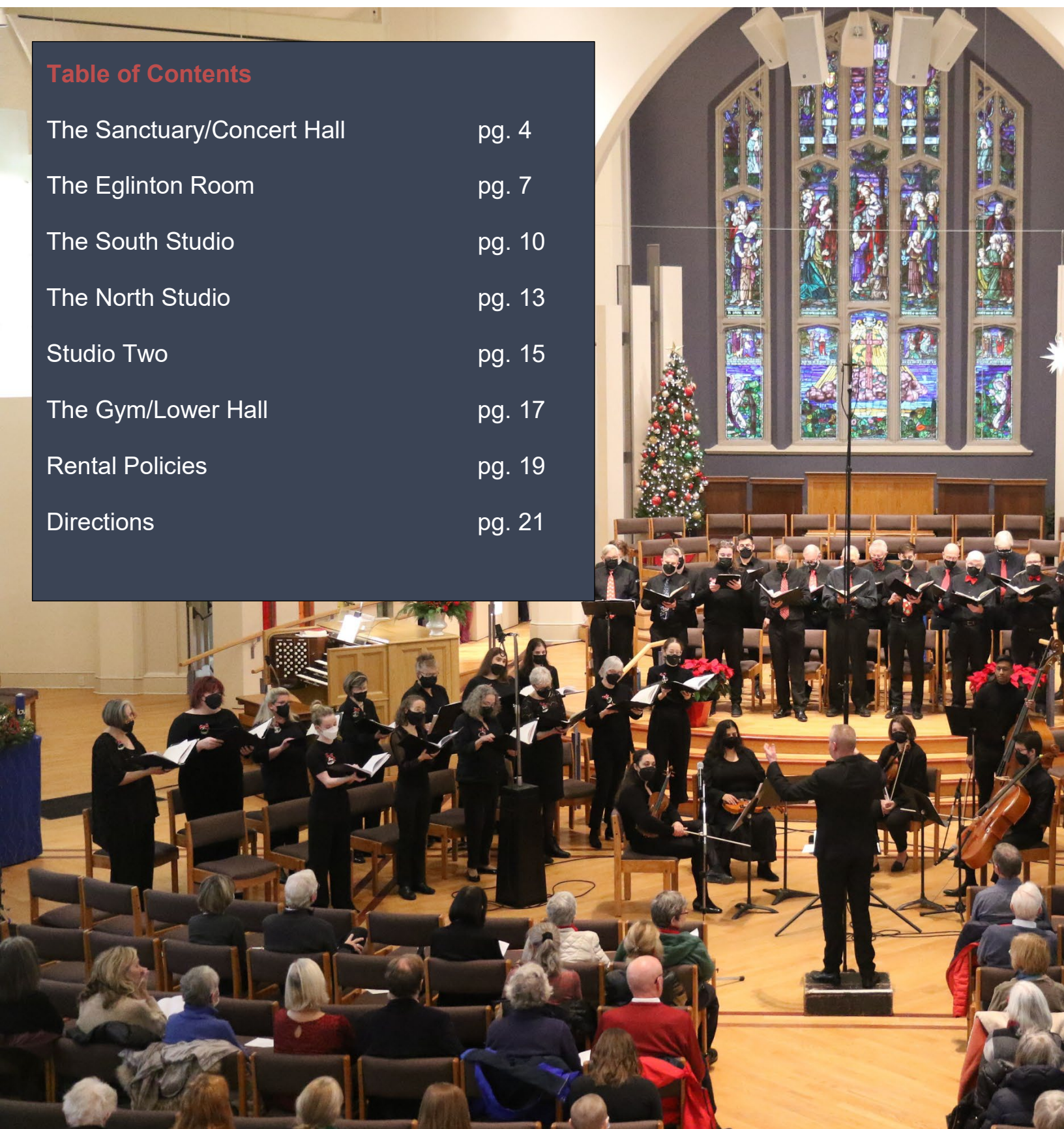
ESG United Church is conveniently located in mid-town Toronto. Our facility has a variety of large, bright, accessible, renovated rooms available for rent to community organizations on a one-time, weekly or longer term basis.

Our beautiful facility is an ideal setting for music concerts, recitals, dance, yoga, speaker series, fitness and wellness programs, filming and staging, catered receptions, meetings as well as funerals and weddings.

We welcome you and your group to experience our space. Contact us at [info@esgunitied.org](mailto:info@esgunitied.org) for a personal tour to see whether we can meet your needs and a booking quote.

## Table of Contents

The Sanctuary/Concert Hall	pg. 4
The Eglinton Room	pg. 7
The South Studio	pg. 10
The North Studio	pg. 13
Studio Two	pg. 15
The Gym/Lower Hall	pg. 17
Rental Policies	pg. 19
Directions	pg. 21



## The Sanctuary / Concert Hall



## Main Floor Reception Spaces



## The Sanctuary / Concert Hall

The Sanctuary is suitable for choral or instrumental concerts, performances, speaker events, funerals and weddings.

This large bright renovated space on the main level features beautiful stained glass windows, cushioned chairs to allow flexible seating arrangements, high ceilings and excellent acoustics. Amenities include fixed choir risers on the stage, controllable room and stage lighting, projector and screen, an audio system and recording console in sound control room. A Steinway B grand piano and 4-manual Cassavant organ are available.

### Room Dimensions

- 3780 sq. ft. on the floor (61' x 62')
- 500 sq. ft. on the stage (20' x 25')

### Capacity

- 470: theatre set up excluding stage
- 240: banquet set up with reception

### Prices

#### **Events: concert/performance with audience**

\$850 (7 hour maximum – additional time at \$150/hr)

\$250 use of piano/organ for event, pre-event tuning included

#### **Recordings: choral or instrumental groups without audience**

\$100/hour including all set up and strike time

#### **Rehearsals: choral or instrumental groups**

\$80 per hour minimum 2 hours

**AV Equipment, Live Streaming and Technical support:** a price will be quoted by our AV Technician after discussion and assessment of your needs.

## The Eglinton Room



## Adjacent Reception area and Kitchen



## The Eglinton Room

The Eglinton Room is suitable for recitals, receptions, meetings, workshops, small memorial services.

This large bright carpeted room on the main level is furnished with 5 elegant square tables and chairs with additional available, and upright piano. Optional amenities include a TV monitor for projection from a laptop.

Adjacent tiled main floor reception area, full kitchen and Sanctuary can be combined with this room in a package for larger events or receptions.

### Room Dimensions

- 660 sq. ft. (22' x 30')
- 60: theatre set up excluding stage
- 36: banquet set up
- 14: board room set up

### Capacity

- 60: theatre set up
- 36: banquet set up
- 14: board room set up

### Prices

\$50 per hour

## The South Studio



## Adjacent Reception area and Kitchen



## The South Studio

The South Studio is suitable for yoga, dance classes, piano recitals, workshops, meetings and receptions.

This room on the lower level has a bamboo floor, upright piano, and built in AV projector and screen (connect with own laptop). It can be set up with six foot banquet tables and folding cushioned chairs and 4 foot tall cruiser tables.

Adjacent tiled reception area and kitchen can be combined with this room in a package for catered events or receptions.

### Room Dimensions

- 680 sq. ft. (34' x 20')
- 570 sq. ft. (19' x 30') adjacent reception area

### Capacity

- 60: theatre set up
- 36: banquet set up
- 14: board room set up

### Prices

\$50 per hour

## The North Studio



## The North Studio

The North Studio is suitable for suitable meetings, discussion groups or small workshops or training sessions.

This large bright room in the lower level is furnished with 4 square tables and 10 chairs for as well as comfortable sofas and easy chairs.

Other rooms on the lower level in this wing, including the south studio, reception area, kitchen, and studio two can be combined with this room in a package for larger events with breakout groups.

### Room Dimensions

- 560 sq. ft. (21' x 27')

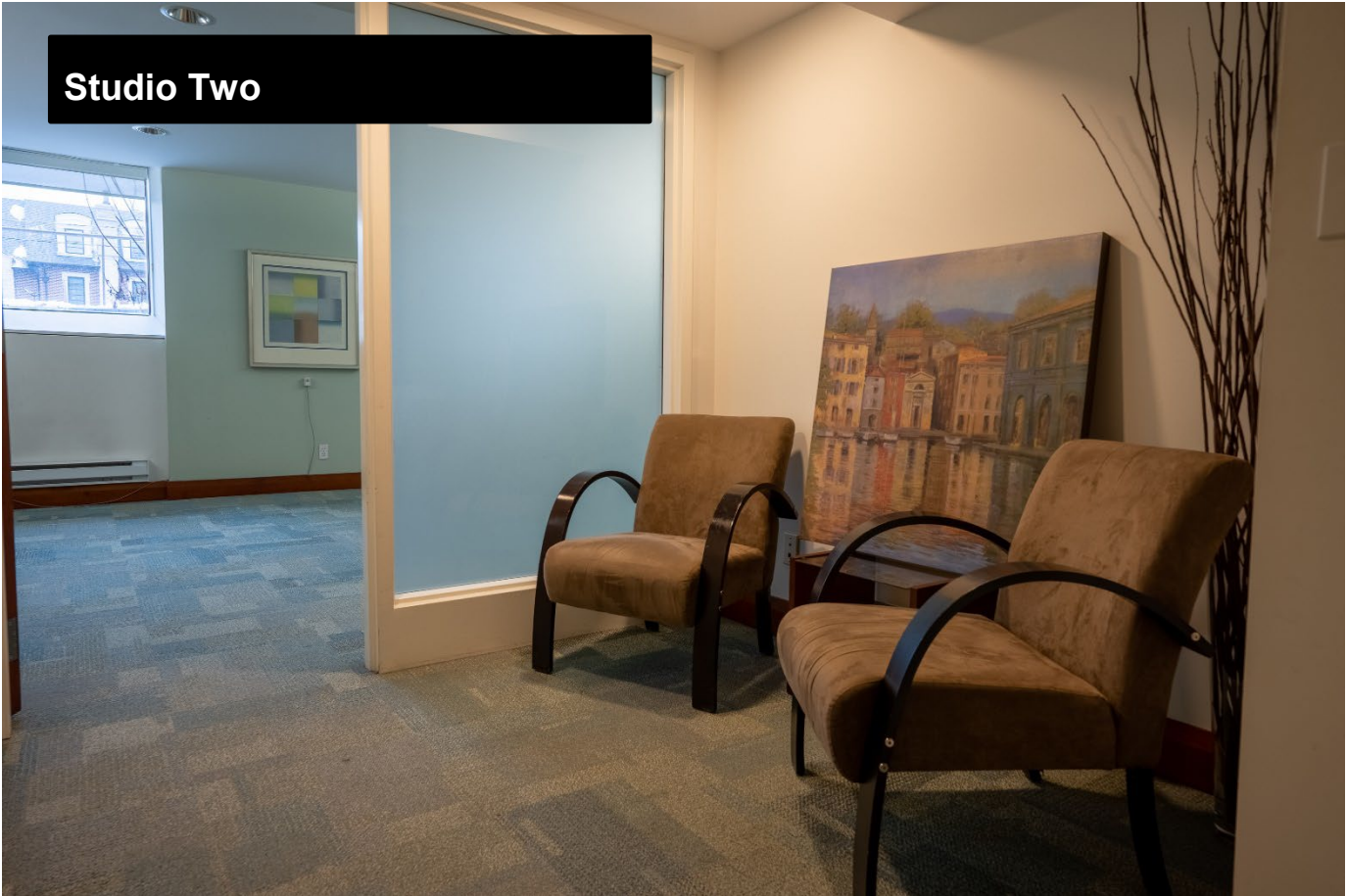
### Capacity

- 12: seated in round
- 10: board room set up

### Prices

\$50 per hour

## Studio Two



## Studio Two

Studio Two is suitable for vocal/instrumental lessons, wellness, therapy or support groups.

This bright room on the lower level with windows looking out onto the courtyard has a private adjacent waiting room.

Other rooms on the lower level in this wing, including the south studio, reception area, kitchen, and north studio can be combined with this room in a package for larger events with breakout groups.

### Room Dimensions

- 294 sq. ft. (14' x 21')
- 56 Sq. ft. adjacent waiting room

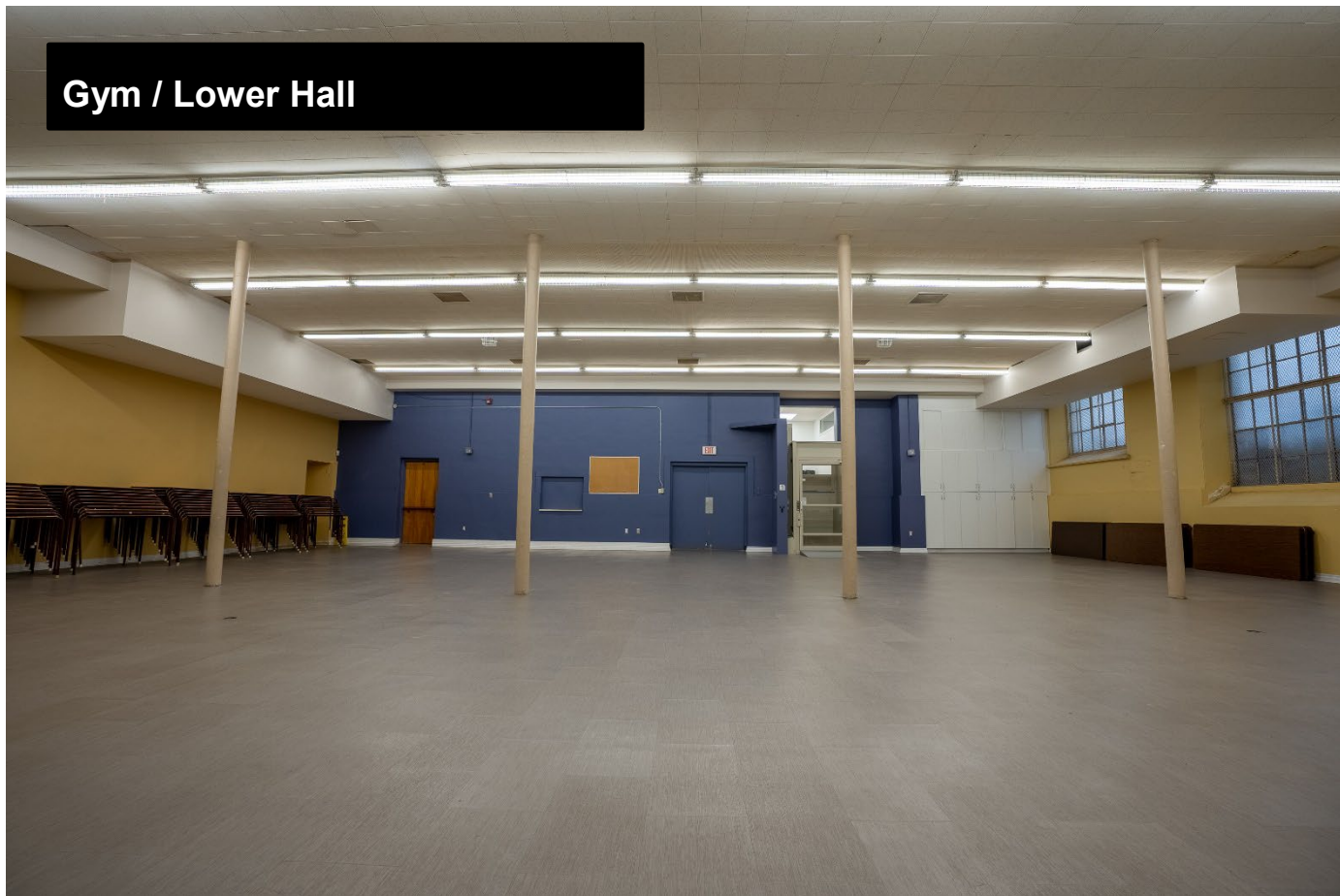
### Capacity

- 10: seated

### Prices

\$50 per hour

## Gym / Lower Hall



## Gym / Lower Hall

The Gymnasium is suitable for fitness, dance classes, banquet dinners, bingo, bridge, film crew holding and craft sales.

This large room on the lower level has high ceilings, laminate floor and is fully accessible with a new platform lift. Available amenities include a microphone and speakers, keyboard, and 6 foot folding banquet table and chairs.

Other rooms on the lower level in this wing, including the south studio, reception area, kitchen, and north studio can be combined with this room in a package for larger events with breakout groups.

### Room Dimensions

- 3200 sq. ft. (55' x 58')

### Capacity

- 250: theatre set up
- 200: banquet set up

### Prices

\$65 per hour

## Rental Policies

### Rental Rates

Rooms are rented by the hour with a 1 hour minimum. Rates vary depending on the room size. Tables and chairs for your event are included with your room rental. Wifi is available at no charge. A set up and cleaning fee may be levied depending on the requirements of your event.

### Booking

Booking of space is made through the Church Administrator. Enquiries may be made by email to [info@esgunitied.org](mailto:info@esgunitied.org). We will be pleased to provide you with a personal tour of our facilities in advance of your booking. Bookings are confirmed once the room rental agreement is signed and deposit paid. A site visit must be completed no later than one month prior to the event date to determine set up needs for large events.

### Payment of Fees

Payment is expected one month in advance of the event date. An invoice will be issued detailing all expected costs at the time of booking. A 50% deposit is required to hold the booking. A final invoice will be issued two weeks prior to the event. Payment in full must be made prior to the event date. Fees can be paid by cheque payable to ESG United Church Attn: Bookkeeper or by Electronic Funds Transfer to [bookkeeper@esgunitied.org](mailto:bookkeeper@esgunitied.org).

### Cancellation

For bookings cancelled within 1 month of the event 50% of the deposit will be reimbursed. For bookings cancelled with more than 1 month notice the full deposit will be returned. Cancellations within 48 hours are subject to 100% of all rental fees. Cancellations are accepted via phone or email.

### Insurance

Proof of events insurance, as outlined in the room rental agreement, is required for all events. Full details of our Liability, Loss and Damage and Indemnification clauses will be provided in our room rental agreement.

## Special Events Permit and Beer & Wine

Alcoholic beverages allowed on church premises are beer and wine only. No hard liquor is permitted. If beer or wine is to be served, it is the responsibility of the rental group to obtain a Special Occasion permit from the LLBO and to follow the specifications required. A copy of this permit must be submitted to ESG two weeks before the scheduled event. Only professional servers with "Smartserve" qualifications may act as bartenders. A photocopy of qualification must be submitted to ESG 2 weeks prior to the scheduled event for all bartenders hired privately. The even hosts are responsible for ensuring that the service and consumption of alcohol is conducted with responsibility.

## Storage

Short-term storage of equipment for an event is available only with prior permission. It is dependant upon space limitations at ESG and is subject to a fee.

## Audio Visual Equipment

If you wish to use the Video Projector and Screen, Sound Board and AV equipment in the sound booth in the Sanctuary, please submit your request including full details of your needs in advance. Such requests will be reviewed by the Audio Visual Team. If we can meet your needs, we will provide a Technician to be present during the event, and a fee for this service will apply.

## Caretaking Services

Room cleaning and set up will be performed by a custodial staff member. The Custodian on duty can be paged during the rental period for issues requiring assistance. A telephone is located at the front desk on the main floor.

There is no fee for this service between the hours of 8:00 am and 9:00 pm on weekdays. After hours and on Saturdays and Sundays the hourly rate is \$50 per hour and is charged from the arrival time of the first guest to the departure of the last. The minimum hours charged is 3 hours. Set up and clean up fees for large events and time intensive set up requests may apply at a rate of \$35 per hour.

## Smoking

Smoking and vaping are not permitted in any part of the church building. Persons wishing to smoke must do so outside the building and 9 meters from any entrance.

## Directions

### Location

ESG United Church  
35 Lytton Boulevard, Toronto, ON M4R 1L2

### By Car

ESG is located at the corner of Lytton Blvd. and Duplex Ave., one block west of Yonge St., between Lawrence Ave. and Eglinton Ave.

### Public Transit

The nearest TTC station is Eglinton station on Line 1. TTC buses run from Eglinton station north on Yonge Street. To reach the church, exit the bus at Lytton Blvd and walk one block west on Lytton.

### Parking

On street parking is available where permitted by law in the neighbourhood. There is no parking available at the church property. A circular drive is available for short term drop off and delivery of equipment.

### Map

