

Checklist Guide:- Please provide as much detail as possible. Ensure that a copy of this completed checklist is provided to the choir executive member who is coordinating this visit. Preferably by email

Checklist for In Person Venue Visit

Name of venue	Appleby United Church
Name of person/s completing visiting	Bernadette MacDonald Lynda Hutchison
Date of visit	07-Jul-26
Venue Address	4407 Spruce Ave Burlington L7L 1L9
Venue Phone Number	905-637-2942 applebyoffice1@gmail.com
Contact Name at venue	Dickson Turyatamba + custodian: John
Venue Capacity	Sanctuary 250-300 Parlour 40-50
Rental Fee	Sanctuary \$398 (will increase slightly as of September)
Seating style e.g. Theatre seating, or tables	Pews
Stage/Risers	Stage with 3 low, wide steps across front + 2 railings
Piano on site/costs/tuned?	Baby Grand, tuned, cost??
Parking availability - is the parking on site? Is there overflow parking off-site? Is it on street parking only?	large parking lot adjacent to entrance doors + on street parking
Accessibility? Are there stairs? Is there an elevator available to choir members?	one level except for balcony (additional audience seating) which is reached by stairs
Availability of backstage room for choir/ practice area, are there costs?	Parlour cost?? Will increase slightly from \$98
Seating for choir during performance (if required), Is it on or off stage?	chairs can be set up off stage
Number of entrances	2 directly from parking lot plus one off Spruce
Are tables for ticket collection and raffle if necessary?	Yes
Can we run a Raffle and/or 50/50?	Probably - Diskson will check
Is there A/V availability? Will a technician be available on the day? How to contact technician if not on site?	pulpit with mic controlled by panel on balcony
Will venue advertise? Physical poster? Social Media? Website?	Yes - bulletin, posters, Facebook? Website?
Marshall's comments and concerns.	
Front of House comments and concerns	
Other	

Security deposit \$250 cheque held until concert and destroyed after event	
BWLC will provide church with our insurance	
Check with music director or property committee about using piano and organ	
Current cost of sanctuary (2-4 hours) is \$398 - will increase slightly for upcoming year	
Fee for service of custodian ?\$	
If necessary, Janice and Chris can use room off balcony ?\$98	



