

St. Andrew Greek Orthodox Church Facility Rental Policy

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INTRODUCTION

St. Andrew Church encourages stewards, members of the community, and private groups to utilize the auditorium and the president's room for related Events, receptions and post-sacramental fellowship. Any religious based ceremony at Event should be discussed with the church as there may be restrictions.

In order to assure a smooth and successful experience, the parish council of St. Andrew has established the following policies along with a catering requirements document.

FACILITY RESERVATION

It is essential that each individual reserve the use of the facility with the Church office personnel, and the date be recorded in the church appointment book. A designated parish council member will verify the date and Event. The Event will be reviewed by the facility committee. A facility rental agreement will be prepared for the client to sign and the "Catering Requirements" document will need to be read and signed. Once agreement has been prepared, the space is put on hold for ten (10) business days until agreement is signed. If agreement is not signed and a new client is interested in same date, the room will be given to new client.

RENTAL USAGE FEES

Rental Usage Fees are for use of a designated room for a pre-arranged time with an expected guest count. The following fees include the use of the room, kitchen space, coat racks, tables, chairs, and restrooms. It includes a custodial staff, which will be present to oversee the Event and will maintain the facility venue, restrooms and hallways. There is a fee to set up the room. Client's responsibilities are outlined in the catering requirement document.

All Events are based on a five (5) hour facility use and shall end no later than 12 a.m. midnight.

All entertainment must end no later than 15 minutes prior to scheduled end of the Event.

Food service must end no later than 1 hour to scheduled end of the Event.

Alcoholic Beverage service must end no later than 30 minutes to scheduled end of the Event.

No exception to the agreed Event timeline will be made, unless a prior arrangement has been made.

PARKING

Parking is available at no charge and is adjacent to the church. It can accommodate 200 vehicles.

An attendant will be retained if the guest count is greater than 350 and guest will be charged accordingly.

ADDITIONAL EVENT STAFF

If alcoholic beverages are being served, the church may request that additional event security staff be provided depending on the size and type of Event.

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S. J. Gregory Auditorium



*The S.J. Gregory Auditorium seats up to 500 guests with a dance floor.
It seats 600 guests without a dance floor. Bleachers add 200 seats.*

*Cocktails may be served in the President's Room, which consists of a full wet bar, for an additional fee.
The President's Room can accommodate 150 standing guests for cocktail.*

Facility Usage Fees

The minimum fee for the use of the S. J . Gregory Auditorium is \$1,500.

If more than 125 guests are to attend, the additional fee is \$7 per person above the 125 number. Children above the age of 7 years are included in the guest count. On the day of the Event, any additional guests allowed from the agreed guest count will result in an additional per person fee.

All Events are based on a five (5) hour facility use and shall end no later than 12 a.m. midnight.

A surcharge of \$500 is added for each hour or fraction thereof in excess of five (5) hours or agreed time.

There is a Set-Up & Take-Down Fee for Tables and Chairs. The minimum fee is \$150 depending on size and need.

If alcoholic beverages are to be served, a "Special Events Liquor Liability" Insurance must be provided and attained through the church. It is based on the number of guests, with a minimum fee of \$250 per event day.

Also, depending on size of event, a minimum of two additional Event staff personnel will be required with a fee of \$25 per hour each and for a minimum of 6 hours.

Use of kitchen is restricted to warming and setting up food up two hours prior to event. Other arrangements may be made.

A security deposit of \$700-\$1500 will be required. It will be refunded within 30 days after Event, less any fees and charges. A \$150 cancellation fee will be applied to any Event that is cancelled less than 60 days of date of Event. Entire usage rental fee must be paid 14 days prior to Event.

Optional Fees

White Table Linen Only – 30" x 120" for 8' Tables 85" x 85" for Round Tables	\$6.00 Each \$25 Minimum
Linen Napkin - White & Inquire on other colors	\$.50 Each
Some White China w/ Burgundy Trim & Tableware Available	Inquire

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President's Room



*The President's Room seats 110 guests
It has a full wet bar.*

Facility Usage Fees

The minimum fee for the use of the auditorium is \$500.

If more than 75 guests are to attend, the additional fee is \$7 per person above the 75 number. Children above the age of 7 years are included in the guest count. On the day of the Event, any additional guests allowed from the agreed guest count will result in an additional per person fee.

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