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# 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 functions and post-sacramental fellowship and receptions. Any religious based ceremony at function should be discussed with the church for approval.

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

## 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 function. The function 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 initialed.

## USAGE FEES

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 and restrooms. A church staff custodian will be present and oversee the function and will maintain the restrooms and hallways. Client's responsibilities are outlined in the catering requirement document. The custodian is to be made aware of any problems incurred. **All functions/ events are based on a five (5) hour facility use and shall end no later than 12 a.m. midnight. A surcharge of \$500 per hour fee if the function exceeds agreed ending time.**

## PARKING

Parking is available adjacent to the church. It can accommodate 200 vehicles and is free and included in the usage fee. A parking attendant shall be retained by client if more than 200 guests are expected.

## ADDITIONAL EVENT STAFF

The church may request that additional event staff be provided depending on the size and type of function, especially if alcoholic beverages are being served.

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## Auditorium



*The Auditorium seats up to 500 guests with a dance floor  
The Auditorium seats up to 600 guests without a dance floor*

## Minimum Usage Fees

The minimum fee for the use of the auditorium is \$1,800.

If more than 125 guests are to attend, the additional fee is \$9 per person above the 125 number. Children above the age of 7 years are included in the guest count. On the day of the function, any additional guests allowed from the agreed guest count will result in an additional per person fee as outlined in the agreement. This is also outlined in the catering requirement document.

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

***All food service and cake cutting must end at least one (1) hour before function end time.***

*There is a \$500 per hour fee if the function exceeds agreed ending 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 day. Also, an additional minimum of two function staff personnel will be required and a fee of \$25 per hour each, for a minimum of 6 hours.

Use of kitchen is restricted to warming and setting up food up two hours prior to event. Full use of kitchen may be available for an additional fee (approximately \$50 per hour).

A security deposit of \$800-\$1500 will be required. It will be refunded within 14 days after function, less any fees and charges. A \$150 cancellation fee will be applied to any function that is cancelled less than 60 days of date of function. Entire rental fee must be paid 14 days prior to event.

## Optional Fees

White Table Linen Only – 30" x 120" for 8' Tables	\$8.00 Each
85" x 85" for Round Tables	\$50 Minimum
Linen Napkin - White & Inquire on other colors	\$ .60 Each
Some China & Tableware Available	Inquire

# St. Andrew Greek Orthodox Church Facility Rental Policy

## President's Room



*The President's Room seats 110 guests with tables  
The President's Room seats 130 guests without tables  
It has a full wet bar*

## Minimum Usage Fees

The minimum fee for the use of the auditorium is \$550.00.

If more than 75 guests are to attend, the additional fee is \$9 for each person above the 75 number. Children above the age of 7 years are included in the guest count. On the day of function, any additional guests allowed from the agreed guest count will result in an additional per person fee (see catering requirement).

***All functions/ events are based on a five (5) hour facility use and shall end no later than 12 a.m, midnight  
All food service and cake cutting must end at least one (1) hour before function end time.  
There is a \$500 per hour fee function exceeds agreed ending 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 day. Also, an additional minimum of two function staff personnel will be required and a fee of \$25 per hour each, for a minimum of 5 hours.

Use of kitchen is restricted to warming and setting up food up two hours prior to event. Full use of kitchen may be available for an additional fee (approximately \$50 per hour).

A security deposit of \$800-\$1500 will be required. It will be refunded within 14 days after function, less any fees and charges. A \$150 cancellation fee will be applied to any function that is cancelled less than 60 days of date of function. Entire rental fee must be paid 14 days prior to event.

## Optional Fees

White Table Linen Only – 30" x 120" for 8' Tables	\$8.00 Each
85" x 85" for Round Tables	\$50 Minimum
Linen Napkin - White & Inquire on other colors	\$.60 Each
Some China & Tableware Available	Inquire