

Congregational Church of Belmont 2016 Room Rental Rates

Sanctuary or Dining Room (kitchen, table and chairs included)

No. of people	Mo. - Th. Either room	Mo. - Th. Both rooms	Fr.-Su. Either room	F - Su. Both rooms	Security Deposit
Up to 25	\$140	\$240	\$200	\$340	\$250
26 to 50	240	340	300	440	250
51 to 100	340	440	400	540	250
Over 100	440	550	500	640	250

Fireplace Room (kitchen, tables and chairs included)

No. of people	Mon.-Thurs.	Fri.-Sun.	Security Deposit
Up to 25	\$90	\$110	\$250
26 to 50	120	140	250
51 to 100	150	170	250

- Rates are based on time of use of four hours or less. Add 50% of event charge for any time over 4 hours. Time of use includes setup and cleanup time.
- Kitchen and/or Parlor can be rented separately for \$20 per hour plus host fee.
- If the church is responsible for set-up/take-down of chairs and tables, add \$150.
- There is a host/standby fee of \$20 per hour for venue access.
- The Security Deposit is required to reserve the space. The Total Event Charge is due two weeks before date of use. The Security Deposit, less any deduction for overtime use, excessive cleanup, expense, damage, or improper recycling (we will have to pay someone to properly recycle if you don't. We will deduct from your Security Deposit a minimum of \$75) will be refunded within two weeks following date of use, providing you have not cancelled the event.
- Maximum seating: Sanctuary, 200; Dining Room, up to 100 depending on setup.

Example 1: Use of Dining Room and Sanctuary, for 6 hours on a Saturday by 75 people, including host and set-up/take-down:

$\$540$ (base) + 50% of 540 (over 4 hrs) + 100 (setup) + (up to) 120 (host) = $540 + 270 + 100 + 120 = \$1,030$ plus refundable deposit.

Example 2: Use of Dining Room or Sanctuary for 3 hours on a Wednesday by 20 people, no host or setup: \$140 (base) plus refundable deposit.

THERE IS A CANCELLATION FEE OF \$100 IF CANCELLED LESS THAN ONE MONTH BUT MORE THAN 14 DAYS PRIOR TO YOUR EVENT.

THE SECURITY/CLEANING DEPOSIT AND EVENT CHARGES ARE FORFEITED AND NON-REFUNDABLE IF THE EVENT IS CANCELLED 14 DAYS OR LESS PRIOR TO THE RESERVED DATE.

Print Name

Signature

Date: _____

Revised January 18, 2016