**St. Paul’s Anglican Rental Fee Worksheet**

**DOAR HALL (includes all of Doar Hall and Atrium) 100 -350 people**

**Rental Fees: (tables and chairs included)**

Confirmed St. Paul’s Communicant in good standing – No fee to rent

Set-up / Take-down fee - $750\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaning fee - $250\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Security Deposit - $325 – due with signed contract**

Non-member - $3000 Rental Fee

 Set/up / Take-down fee -$750 Cleaning fee - $250

\* Event Host\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $30 per hour\_\_\_\_\_\_ hours for event = \_\_\_\_\_\_\_\_-

(required for duration of event in the Atrium and Doar Hall for all outside groups)

Optional: Audio/ Visual Tech Support - $50 per hour/ per person needed \_\_\_\_\_\_\_\_\_

**Required Security Deposit - $1,500 – due with signed contract**

(Separate check made payable to St. Paul’s Anglican will not go toward the rental fee)

**Total Fees:\_\_\_\_\_\_\_\_\_\_ due 10 days before date of event on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Full refund if event is canceled 45 days prior to date scheduled. Half refund 14 days prior to date scheduled. No refund if your event is canceled less than two weeks prior to the date scheduled.**

**ATRIUM ONLY 20-80 people**

**Rental Fees: (tables and chairs included)**

Confirmed St. Paul’s Communicant in good standing – No fee to rent

 Set-up / Take-down fee - $250\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaning fee - $150\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non- member - $500 to rent

Set/up / Take-down fee -$250\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaning fee - $150\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Security Deposit - $250 – due with signed contract**

(separate check made payable to St. Paul’s Anglican- will not go toward the rental fee)

\*Event Host\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $30 per hour\_\_\_\_\_ hours for event = \_\_\_\_\_\_\_\_

**Total Fees: \_\_\_\_\_\_\_ due 10 days before date of event on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Full refund if event is canceled 45 days prior to date scheduled. Half refund 14 days prior to date scheduled. No refund if your event is canceled less than two weeks prior to the date scheduled.**

**AMBLER HALL 20- 125 people**

**Rental fees: (tables and chairs included)**

Confirmed St. Paul’s Communicant in good standing – No fee to rent

Set-up / Take-down fee - $500 Cleaning fee - $250

**Required Security Deposit - $375- due with signed contract**

Non- member - $2,000 to rent

Set/up / Take-down fee -$500 Cleaning fee - $250

\* Event Host\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $30 per hour\_\_\_\_\_\_ hours for event = \_\_\_\_\_\_\_

(required for duration of event in the Ambler Hall for all outside groups)

**Required Security Deposit - $1000- due with signed contract**

(separate check made payable to St. Paul’s Anglican- will not go toward rental fee)

**Total Fees: \_\_\_\_\_\_ due 10 days before date of event on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Full refund if event is canceled 45 days prior to date scheduled. Half refund 14 days prior to date scheduled. No refund if your event is canceled less than two weeks prior to the date scheduled.**