

PARISH HALL RENTAL REQUEST

Date: _____

Room: _____



Name/Organization _____

Street Address _____

City/State/Zip _____

Phone _____

Email _____

Reason for Rental _____

General Rental Information

Grand Hall—Parishioner Rate \$800/Non-Parishioner \$1200

- Most formal setting
- Can accommodate 25 round tables seating up to 10 per table (max. 250)
- White tablecloths and linen napkins
- Plates, silverware, glassware, and serving dishes
- Ice machine and caterer's kitchen

Grand Hall Foyer— Parishioner Rate \$250/Non-Parishioner \$500

- More intimate setting
- Can accommodate 6 round tables seating up to 10 per table (max. 60)
- White tablecloths and linen napkins
- Plates, silverware, glassware, and serving dishes
- Ice machine and caterer's kitchen

Founders Hall— Parishioner Rate \$300/Non-Parishioner \$700

- Informal setting, rectangle tables
- Can accommodate around 150
- Full kitchen

****If your request is approved the Business Manager will send you a lease agreement to sign and return with payment.**

Date: _____

Start Time**: _____ End Time: _____

- ☐ Grand Hall
- ☐ Grand Hall Foyer
- ☐ Founder's Hall

****Please include setup time needed on the date of event in your Start time. Any time needed for setup before your official time must be approved by the Parish Office.**

Additional Notes: