

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: