



## Meeting and Events at All Pilgrims

### ROOMS AND COSTS

Room	Capacity	Suggested Usage	Price + (Damage Deposit)*
Sanctuary *	300	Weddings, concerts	\$400 + (\$300) / Full day is \$600
Chapel *	40	Meetings, services	\$150 + (\$125) / Full day is \$250
Stuart Hall *	300	Receptions, dances, concerts	\$500 + (\$400) / Full day is \$750
Weld Room *	60	Meetings, workshops	\$80 + (\$60) / Full day is \$150
Kitchen *	20	Food preparation	\$150 + (\$125) / Full day is \$250
Lewis Hall	100	Dances, plays, workshops	\$200 + (\$100) / Full day is \$300
Dickson Room*	60	Meetings & workshops	\$80 + (\$60) / Full day is \$150
Colonial Room	80	Meetings & workshops	\$100 + (\$75) / Full day is \$200

**\* Additional fees may apply.**

\* For weddings and large events, these rooms can be rented for an inclusive price of \$1,100 + (\$900) damage deposit (additional fees may also apply).

Non-profit fundraising events using Stuart Hall and the Kitchen are \$300 with a \$175 deposit for less than 100 people, or a \$250 deposit for more than 100 people. Facilities Coordinator fee still applies.



## **CONTRACTS**

Coordinate your event through the Church Administrator, [office@allpilgrims.org](mailto:office@allpilgrims.org). Your event will be tentative on the calendar until you have signed a Building Use Agreement and paid your damage deposit. The start and end times listed on your Building Use Agreement include time required for set-up before the event and clean up afterwards. The building closes at 10:00 pm unless a special arrangement has been made with the Caretaker, Church Administrator or Facilities Coordinator.

## **DEPOSITS**

Damage deposits are required and, once paid, will secure your event date on our building calendar. They will be deposited in the account of All Pilgrims Christian Church. Damage deposits are refundable as long as you fulfill your clean-up obligations and there is no damage to church property.

## **FACILITIES COORDINATOR**

The Facilities Coordinator is required for all rentals of the Sanctuary and Stuart Hall with more than 100 people and will be arranged by the church. This requires a \$100 fee on the first day (assuming a 4 hour time slot), paid to that individual during the event. The fee is then \$50 per additional day. S/he is hired to unlock and lock rented spaces, help find supplies, and answer your questions about usage. The Facilities Coordinator is not responsible for setting up tables and chairs, ushering, serving, or cleaning up.

## **DECORATIONS**

Please observe the following requirements when decorating a rental space for your event:

- No nails or thumbtacks may be used on the church woodwork. Use masking tape or temporary adhesive tabs.
- Nothing may be attached to the plaster walls in the Sanctuary, hallways, or other areas.
- Pew clips or blue tape ONLY may be used for floral arrangements on the pews in the Sanctuary.

## **CLEAN - UP EXPECTATIONS**

Please remember that you are responsible for cleaning up the rooms and resetting them to their original configuration after your event. You must also ensure that nothing is left at the church after your event such as rental equipment and/or decorations. Failure to do so will result in forfeiture of some or all of your damage deposit as follows:

- Damage to church property will be assessed on a case-by-case basis.



- If the amount of garbage generated by your event is sufficient to require an additional pickup beyond the church's regular service, this cost will be deducted from the damage deposit.

## **CANCELLATIONS**

All cancellations must be submitted in writing, via email or post. Events cancelled at least one month in advance will receive a refund of the deposit paid upon signing of the Building Use Agreement. Events cancelled within a month of the event date will forfeit the deposit.