

# Guidelines for Charging for the Rental of Shrewsbury Parish Hall

## Members

- \$200 with kitchen use up to 6 hours, \$25 each additional hour or fraction thereof.
- \$50 for card parties, meetings, or teas, includes use of coffee pot only and no supplies.
- Rental charge will be paid and a contract must be signed in the church office before the date of the function.

## Non-Members

- \$500 with kitchen use up to 6 hours, \$25 each additional hour or fraction thereof.
- \$100 for card parties, meetings, or teas, includes use of coffee pot only and no supplies.
- Rental charge will be paid and a contract must be signed in the church office before the date of the function.

**Non-Profit charitable organizations shall make a minimum \$50 donation for events other than fundraisers (which shall be subject to the same costs as members use of the Parish Hall).**

## Other Restrictions

- Use of Parish Hall for Church functions takes precedence over any outside activity.
- Use of building and modifications to the charges listed above may be granted at the discretion of the Vestry or Rector.
- A calendar of all events scheduled will be posted on the Parish Hall bulletin board.
- A minimum of 2 weeks' notice prior to the event is required.
- All doors are to be locked when the building is not in use.
- Should a caterer be used, they will be required to provide a certificate of insurance.
- Food should always accompany the serving of alcohol as listed in the attached "Diocese of Easton Policy Statement for Use of Alcoholic Beverages at Church Functions". No keg beer allowed. Non-alcoholic beverages must be offered, also. The use of designated drivers is strongly recommended.
- Arrangements to restore the Parish Hall to its original condition must be made and approved prior to the event.
- Nails, tape, and/or tacks will not be used to affix decorations or displays to the walls, ceilings, floors, or lights. Table decorations are permitted.
- The thermostat is not to be touched.
- Smoking is not permitted in any part of the building. Sand urns are provided outside.

The Parish Hall accommodates 93 people with fixed tables and chairs or 130 people without fixed seating.

03/21/11