

**PEACE LUTHERAN CHURCH
COMMUNITY MINISTRY CENTER
RENTAL FEE SCHEDULE 2014 - 2015**

COMMUNITY MINISTRY CENTER (7 HOURS) ----- \$900
(7 hours includes - two hour setup – 4 hours event – one hour cleanup)

CENTER RENTAL INCLUDES:

TABLES ((15) 60” round or (15) rectangular and TABLE CLOTHS

CHAIRS (up to 150) maximum allowed for room event

CHINA (dinner plates, salad & dessert plates, coffee cups and saucers

TABLEWARE (knives, forks & spoons)

GLASSWARE (water glasses and wine glasses)

SERVING CONTAINERS (6 long 8 quart heated stainless steel chafing dishes with serving utensils), (Units for coffee and tea service), (chair covers available for an additional charge)

Each additional hour beyond the 7 hours allocated - \$125

KITCHEN (3 - 5 HOURS) ----- \$300

SANCTUARY (2 HOURS) (musician and ministerial services additional) - \$300

Use of sound board or projection equipment in Sanctuary ----- \$100

Sanctuary cleaning fee (required)- ----- \$100

MEETING ROOM (3 HOURS) Each room ----- \$125

A/V TECHNICIAN (SOUND EQUIPMENT, VIDEO & SCREEN, MICROPHONES AND SPEAKERS) IN MAIN HALL ----- \$150

EVENT COORDINATORS FEE – 20% OF TOTAL RENTAL AMOUNT

IMPORTANT REQUIREMENTS

1. Use of the Sanctuary will require a meeting with Pastor Endicott to review procedures for Sanctuary use.
2. When an event uses a caterer for food preparation, a meeting with the event coordinators and caterer must take place one week before the event.
3. If a band or DJ is scheduled as part of the event, a representative must meet with event coordinators one week before the event to discuss technical needs.
4. If a photographer or videographer is used for the event, a meeting must take place one week before the event to discuss technical needs.
5. All rentals costs, as reflected in the rental contract, must be paid in full one week before the event date.

**EVENT COORDINATORS
AMY & JOHN MAERHOFER
240 210-0088
enchorsings09@gmail.com**