



Application for Building Use

St. Paul's Episcopal Church

15 St. Paul Street, Brookline, MA 02446 (617) 566-4953

- PROCESS:** 1) Please first check desired date availability: www.stpaulsbrookline.org/calendar
2) Any questions, please contact: events@stpaulsbrookline.org
3) If date is available, please complete this application and e-mail to: events@stpaulsbrookline.org

You will get a response confirming receipt, requesting any clarification if needed, and verifying pricing.
Please note, that we cannot officially reserve your date(s) until your deposit is received.

Requested Space Use:

- Main Sanctuary
- Lichtenberger Room
- Great Hall

*Please refer to our website for room pictures:
www.stpaulsbrookline.org/space-rentals
Fees are found on Page 2 of this application.*

Organization Name: _____ **Event Description:** _____

Contact Name: _____ **Email** _____

Address _____ **Phone:** _____

Date(s) Requested _____

(if multiple dates, please include on page 5)

Arrival Time _____ **Departure Time** _____ **Total Hours in Bldg.** _____

Concert/Performance Start Time: _____ **Intermission:** _____ **Performance End Time:** _____

Will your group host a reception following the concert/performance? Yes No

Are you serving food at your event?

- No
- Yes *If hiring a caterer, provide name, phone number and arrival time on page 5*

Are you serving alcoholic beverages? (Limited to beer and wine)

- No
- Yes *If "Yes": Please contact the church in advance. We host many weekly substance-abuse support groups and need to be sensitive to their challenges. If approved, we require a certified bartender on-site with proof of liability insurance. A copy of these documents must be submitted to our office 2 weeks prior to the event. Please provide name, phone number, liability insurance certificate, and arrival time of bartender*

Please use page 5 to describe other items pertinent to your event, such as: cake delivery, florist delivery, photographer, rental supplies, entertainers, etc

FEES

(Fees include space use, set-up, and clean-up)

- Main Sanctuary for event (seating capacity of 200)
includes 4-hour rental, use of Lichtenberger Room, and Kitchen) \$1,000 \$ _____
 - Each add'l hour (for events) \$175/hour \$ _____

 - Main Sanctuary (rehearsal or recording only) \$150/hour \$ _____

 - Use of Steinway Piano (for events) includes moving & tuning \$500 \$ _____
 - Use of Steinway Piano (for Rehearsals) excludes moving or tuning \$100 \$ _____
 - Use of Sanctuary Organ (Available only with approval from Director of Music)
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- Lichtenberger Room (includes 4-hour rental and use of Kitchen) \$400 \$ _____
 - Great Hall: (includes 4-hour rental and use of Kitchen) \$600 \$ _____
 - Use of Middle Room in conjunction with the above \$ 60/hour \$ _____

- Overtime \$75/hour \$ _____

Notes regarding "normal hours":

- Sunday events will not have building access before 2PM

- Our Sexton must be present for the start and end of all events. His standard working hours are:
Fri 10am-6pm, Sat 12-8pm, Sun 7am-3pm, Mon 10am-6pm, Tue 12:30-8:30pm... Off Wed and Thurs.

- Events may be approved outside of these hours, but only with advance approval, and will be subject to a \$50/hour Overtime charge.

Please note that if you arrive early or leave late, you will be charged for the additional time at a rate of \$100/hour or part thereof.

Total from above (or see Page 5) \$ _____
TOTAL FEES

A 50% DEPOSIT is required to book your date and building space;
REMAINING BALANCE due no later than 2 weeks prior to the event. \$ _____
50% DEPOSIT

CANCELLATION POLICY: No refunds will be made within 6 months of the event.

PLEASE SIGN HERE TO ACKNOWLEDGE FEES & PAYMENT POLICY:



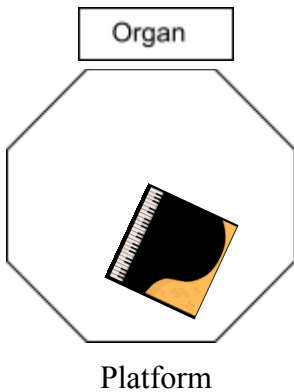
SET-UP INSTRUCTIONS

FOR CONCERT/SANCTUARY

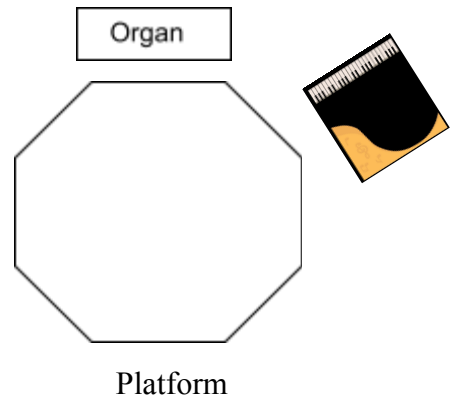
PLEASE NOTE, DIAGRAMS NOT TO SCALE

Please indicate any chairs and/or music stands below: (we can provide up to 6 music stands)
 If using Piano, please check SET UP A or SET UP B to indicate desired position

SET UP A
 Piano On Platform



SET UP B
 Piano NOT on Platform



For Great Hall

FURNITURE THE CHURCH CAN PROVIDE:

- Round Tables 60" – seat 8 _____
- Folding Tables 30 x 60 (5 foot) _____
- Folding Tables 30 x 72 (6 foot) _____
- Folding Tables 30 x 96 (8 foot) _____
- Conference Table 36 x 96 _____
- Square Card Table 30 x 30 _____
- Folding Chairs _____

WE HAVE:

- 8
- 5
- 4 (one is height adjustable)
- 10 (one is height adjustable)
- 1 (this table does not move or fold)
- 3
- 50 (red plastic; brown metal if more needed)

Please roughly sketch set-up in the box below



Other Set-up Notes

-
-

Page 4
POLICIES

(Please check all boxes to acknowledge and agree, then sign at bottom of page)

- Concert Posters:** You may use our double-sided lawn sign (28”W X 44”L) as available. Posters will be put out on the Monday prior to the event. We will be happy to post one smaller poster on our inside bulletin board. We do not advertise concert information in our church bulletin or website.

- Parking:** There is ample free parking available on St. Paul Street and Aspinwall Street. (There is no public off-street parking lot in this neighborhood).

- Piano Tuning:** You are required to use the church’s regular tuner.

- Sanctuary:** Remember that your temporary music space is our Holy Space; please respect it accordingly. No food or beverage is allowed in the Sanctuary at any time.

- Furniture:** Chairs and furniture will be set-up in advance, according to your instructions.

- Cables and Sound Equipment:** All cords and cables should be taped to the floor using gaffers tape for safety. Use of St. Paul’s sound system is prohibited.

- Reception/Green Room:** You may use the Lichtenberger Room as a Green Room and/or for your Concert Reception at no additional charge. There is also a small separate stairwell space adjacent to the sanctuary which can be used during the concert.

- No Smoking:** Smoking is forbidden in any part of the building by Town of Brookline By-law.

- No Alcohol:** Unless pre-approved, no alcohol is to be served or consumed on the property. If approved, we require a certified bartender on-site with proof of liability insurance. A copy of these documents must be submitted to our office 2 weeks prior to the event. Please provide name, phone number, liability insurance certificate, and arrival time of bartender

- Food & Beverages:** (See Alcohol above) Renters are responsible for ice or beverage bins, party food trays, paper or plastic goods, tablecloths. All left-over food & beverages must be either disposed of or taken with you at the end of your event. We provide trash receptacles.

- End Of Event:** Someone from your event must be present until your last guest leaves the building. Departure time will be noted when last guest leaves the building and additional fees will be assessed as appropriate.

- Damage/Cleaning Fee:** Nothing may be mounted to any surface without the prior approval of St. Paul’s Event Manager. Renter is responsible for leaving the premises exactly the way it was upon arrival. This includes cleaning up any areas of spilled food or debris resulting from the event. A damage/cleaning fee will be assessed if this requirement is not met. If damage occurs during the event, the Church reserves the right to assess a replacement fee toward repair/replacement of the damaged item(s).

I have initialed each box on Page 4 and I agree to these terms and conditions. I understand I may be held responsible for the group/event I represent.

**Sign
Here**

Signed: _____

ADDITIONAL INFORMATION

*Please use this page to list multiple dates/times, clarifying set-up instructions,
name and contact information for caterers, flowers, etc*