

Congregational Church of Belmont  
2018 Room Rental Rates

**Sanctuary or Dining Room (kitchen, table and chairs included)**

No. of people	Mo. - Th. Either room	Mo. – Th. Both rooms	Fr.-Su. Either room	F – Su. Both rooms	Security Deposit
Up to 25	\$150	\$250	\$220	\$350	\$250
26 to 50	250	350	330	450	250
51 to 100	380	480	450	580	250
Over 100	480	600	550	700	250

**Fireplace Room (kitchen, tables and chairs included)**

No. of people	Mon.-Thurs.	Fri.-Sun.	Security Deposit
Up to 25	\$100	\$120	\$250
26 to 50	140	160	250
51 to 100	170	190	250

1. Rates are based on time of use of four hours or less. Add 50% for time over 4 hours. Time of use includes setup and cleanup time.
2. If the church is responsible for set-up/take-down, add \$150.
3. Depending on circumstances there is a host/standby fee of \$25/hr.
4. The Security Deposit is required to reserve the space. Total fee is due two weeks before date of use. The Security Deposit, less any deduction for overtime use, excessive cleanup expense or damage, or improper recycling will be refunded within two weeks following date of use.
5. Discounts are available for repetitive use (e.g. a monthly meeting).
6. Maximum seating: Sanctuary, 200; Dining Room, up to 100 depending on setup.
7. Cancellation fee if less than one month prior to the event: \$100; if less than two weeks prior to the event the Security Deposit is forfeited.

Example 1: Use of dining room and sanctuary, for 6 hours on a Saturday by 75 people, including host and set-up/take-down:

\$580 (base) + 50% of 580 (over 4 hrs) + 150 (setup) + (up to) 150 (host) = 580 + 290 + 150 + 150 = \$1170 plus refundable deposit.

Example 2: Use of dining room or sanctuary for 3 hours on a Wednesday by 20 people, no host or setup: \$150 (base) plus refundable deposit.