

St. Edward the Martyr

Space Rates and Fees

(Subject to Change)

- Partial-day rates are for morning (9am-12:30pm), afternoon (12:30pm-5pm), or evening (5pm-10pm), including set-up and break-down. Full-day rates are for 9am-5pm, including set-up and break-down. Additional time will be billed at \$100 per hour.
- **Public events and evening rentals must be staffed by a Sexton at \$50/hour for the duration of event.**
- Spaces are not available on Sundays before 3pm.
- Capacity may vary depending on setup and function.
- To qualify for discounted tax-exempt organization rates, proof of tax-exempt status must be provided.
- All rental and scheduling subject to approval by Parish staff. Weddings, funerals and other religious events are booked separately. Recitals and recordings booked separately in coordination with Music Director.
- Proof of insurance may be required for certain events (e.g., events open to the public).

Space Rentals

Space	Capacity	Individuals, Businesses, or For-Profit Organizations	Tax-Exempt Organizations	Holdings, Filmings, Recitals and Recordings
Johnson Room	Conference room seating for about 20, w/smart TV & HDMI cable, upright piano	\$200 partial-day \$300 full-day	\$100 partial-day \$150 full-day	As negotiated based on prevailing market rates.
Basement Hall w/Kitchen	Tables and chairs seating for about 50	\$300 partial-day \$500 full-day	\$150 partial-day \$250 full-day	
Church	Pew seating for about 100, mini grand piano (extra charge)	\$300 partial-day \$500 full-day	\$150 partial-day \$250 full-day	

Labor/Equipment Costs

Sexton (custodian/security)	\$50 per hour
Waitstaff	\$100 per hour (subject to availability)
Piano Tuning	\$125 per tuning (subject to availability)
Easel/Paperchart/Markers	\$10 per event
Retreat Facilitator (clergy)	\$250 per partial-day, subject to case-by-case arrangements