

ST. MARGARET'S
CHURCH



Facility Rental Application

Please note that completion of this application does not guarantee the approval of the event or the date(s) requested. A nonrefundable \$50 Booking Fee is due at the time of application. Application should be emailed to elizabeth@st-margarets.org \$50 Fee can be paid on website at www.st-margarets.org

Renter's Name/Organization:					
Renter's Address:					
Event Information					
Event Date(s):		Event Times:			
Set-up Date/Time:		Cleanup Date/Time:			
# of Guests Expected:		Event open to the public?			
Recurring Event		If yes, frequency.			
Will there be any fees/sales? Non-Profit Groups only		If yes, please describe:			
Is alcohol being served? Additional fees required		If yes, Renter must comply with all federal, state, and local laws and terms of Rental Agreement regarding alcohol.			
Person in Charge of Event					
Name					
Phone		Email			
Additional Contact Person			Phone		
Room(s) Requested - Check all that Apply					
Class Room		Kitchen		All Saints Lounge	
Sanctuary		Parish Hall			
Fellowship Hall					
Formation Bldg. Foyer area					
Application Submitted					
By:					
<i>Print Name</i>			<i>Signature</i>		
Date:					
TO BE COMPLETED BY CHURCH					
Amount Paid		Total Rental Amount			
Date Key Assigned		Key Holder		Key Type	
Key Serial #		Date Certificate of Insurance Provided			
Application Approved by:		Date		Agreement #	

St. Margaret's Church-Annapolis

Facility Rental Fee Schedule

BOOKING FEE: All events require a \$50.00 Booking Fee which must be paid to the Church with application/request. Fee will be applied to cost of rental if approved and booked. If rental is cancelled by renter, fee is non-refundable.

SECURITY DEPOSIT: All events require a \$200.00 Refundable Security Deposit. If all conditions of rental are met and facility is left in good condition deposit will be returned within 30 days after the event. (Security Deposit waived for pledging, active church members)

***FACILITY FEES ONLY:**

Pledging, active church members receive 70% off facility fees for Sanctuary, Parish Hall and Fellowship Hall.

Class Room: Seats up to 20 people around 5 rectangular tables. Located in Formation Building

- Per hour: \$25.00
- Up to 4 consecutive hours: \$75.00
- Additional hours added to 4-hour rental: \$15.00/hour
- Add kitchen access and use of service carts: \$50

All Saints Lounge: Holds 16-20 people. Set up as a living room. Located in Annex adjacent to Sanctuary. No kitchen or food prep access. Food and beverage can be brought in and served. All trash must be removed at end of rental.

- Per hour: \$20

Sanctuary: Seats up to 250 people. (Weddings are a minimum facility fee of \$650.00)

- Per hour: \$110.00 (For recitals or concerts only or at Rector's discretion. Maximum of 3 hours).
- Up to 6 consecutive hours: \$750.00
- Set-up and clean-up must be completed in the 6-hour block
- Additional Hours added to 6-hour rental: \$100.00/hour

Parish Hall: Seats up to 200 lecture style and up to 96 banquet (5ft round tables)

- Per hour: \$110.00
- Up to 8 consecutive hours without Kitchen Use: \$650.00
- Up to 8 consecutive hours with Kitchen Use: \$750.00
- Set-up and clean-up must be completed in the 8-hour block.
- Additional Hours added to 8-hour rental: \$75.00/hour
- Add Formation Building Foyer to rental: \$125

Fellowship Hall: Seats up to 160 lecture style and up to 96 banquet (5ft round tables).
Located in Formation Building

- Per Hour: \$100
- Up to 8 consecutive hours without Kitchen use: \$400
- Up to 8 consecutive hours with Kitchen use: \$550
- Set-up and clean-up must be completed in the 8-hour block
- Additional Hours added to 8-hour rental: \$50.00/hour
- Add Formation Building Foyer to rental: \$125

*Service fees for Facility Attendant, Clergy, Musician, Sound Tech, Weekend/after hours, alcohol service and other event specific items are an additional cost. Some fees will be paid directly to service provider at the event.

PAYMENTS: The Booking Fee is due at the time the Rental Application is submitted to the Church. When the Rental Application is approved by the Church, the Security Deposit and Facility Fees are due and payable. If the reservation is made within 30 days of the event, either cash or a certified check may be required. Checks returned by the bank for non-payment are subject to a \$35.00 fee per check as provided by Maryland law.

REPEAT RENTERS/NON-PROFITS: \$50 booking fee and security deposit may be kept “on account” for repeat renters. Discounted fees may be available for repeat rentals and Non-Profits that advance the churches mission. Please discuss with Elizabeth Radley or Rev. Peter Mayer.

Additional/Miscellaneous fees may apply per event

Key replacement fee	\$100
Weekend/after hours set-up and break-down	\$100
A/V tech (if available) 2 hour maximum	\$125
Alcohol Service fee* (service by pre-approval only)	\$100
Facility Attendant must be on-site for afterhours or weekends rentals	\$150
Excessive/special clean-up required	\$150 (may be deducted from deposit)
Cigarette butts/evidence of smoking or drinking on inside buildings or on campus	\$300

*Alcohol Service Permits must be purchased through Anne Arundel county before alcohol service will be approved.