

ST. STEPHEN'S EPISCOPAL CHURCH
4805 NE 45TH STREET
SEATTLE, WA 98105
PHONE: 206-522-7144 * FAX: 206-522-4209

Building use guidelines:

We are pleased to make our facilities available for church and community events and from time to time, to our greater community. Please use the fee schedule below and the event planning form on the following pages to make your reservation for building use.

For **WEDDINGS**, the office may "pencil in" a date, but **that date is not confirmed** until the couple has met with our Interim Rector, Janet Campbell.

A 50% deposit of anticipated fees is expected at the time of booking to guarantee your place.

St. Stephen's is a smoke-free facility.

EVENT FEES

The following fees are for events that do not exceed four (4) hours.

Beyond four (4) hours, fee is pro-rated, rounded to the next hour. Building use does incur Sexton fees according to the information below.

Facility	Base Rate (Four Hours)	Additional Hours
Church	300.00	75.00
Chapel	200.00	50.00
Parish Hall	100.00	25.00
Parish Hall w/Kitchen	200.00	50.00
Great Hall	200.00	50.00
Great Hall Kitchen	150.00	37.50
Sunday School Rooms	20.00	5.00
Chapel Conference Room	50.00	12.50

Sexton Fees

During normal business hours:	\$ 30.00 per hour
Evenings or Weekends 2 Hour minimum	\$ 30.00 per hour

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admin@ststephens-seattle.org * www.ststephens-seattle.org

EVENT CONTRACT

Group/Organization:	
Published Event Name:	
Date, Time & Location	
Representative of Group/Organization:	
Mailing address:	
Telephone & Fax number:	
Email address:	
Description of event:	
Notes	

FILL OUT THIS SECTION IF SPECIAL SET-UP IS REQUIRED

Number of chairs needed: _____ Number of tables needed: _____

Equipment needed:
(Check all that apply.)

- VCR & Monitor
- Screen
- Overhead Projector
- Easel

- Extension Cord
- Podium
- Microphone
- Music Stands (Number: _____)

Please use the space below to diagram any special set-up instructions. Use **X** for chairs and or for tables.

NOTES:

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ESTIMATED FEES – OFFICE USE ONLY

ITEM	HOURS	FEES	NOTES	
Total Due :				

Please read carefully and sign below (your event is not confirmed until this signed contract is received and accepted) :

“User does hereby indemnify, agree to defend and hold St. Stephen’s Episcopal Church harmless from any and all damage or injury to any person or persons whosoever, or property, arising from any cause or reason whatsoever in or about St. Stephen’s Episcopal Church property (buildings and grounds); and User further agrees to waive any and all claims against St. Stephens’s Episcopal Church premises, and User agrees to promptly and upon demand reimburse St. Stephen’s for any damage done to St. Stephen’s Episcopal Church premises or equipment by User or any attending its activities.”

Signature of responsible person: _____ Date: _____

APPROVALS:

<input type="checkbox"/> Sexton Assigned: <input type="checkbox"/> Event Sponsor	_____ (Rector) (Date)
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