

JORDAN HALL

Fees:

Hall Rental 4-5 hours - \$275.00 (tax exempt non-profit rate is \$125.00)

Church members, please contact the church administrator regarding fees.

office@hollistonucc.org

Security Deposit:

A check written to the church for \$150.00 is submitted with rental fee and will be returned after the event, and return of any keys, with the building being in standard good condition in which it was found.

All fees are due 14 working days prior to the event date.

Capacity:

200 standing or in chairs;120 sitting at banquet tables

Measurements:

36' x 46' (not including stage area)

Room Details: Room has 7 large multi—paned windows, 25' ceiling and hardwood floor. There is a stage (16' x 19') in the room, but no stage curtains at this time. Lighting has fluorescent ceiling fixtures. Tables and chairs are included in rental fee. You must supply large trash bags and if you use our dumpster there is a fee of \$40. Playground use is not permitted.

Food:

Catered food and beverage is permitted. Food may be prepared in the church kitchen for an additional fee of \$100. (tax exempt non-profit rate is \$75.00). We are a nut free facility. Nuts and products containing nuts are not allowed in the building.

Decorations:

Nothing is to be taped or stapled to walls; balloons may be tied to chairs or to small weights (sand or kitty litter in a tied plastic bag works well). No candles are permitted unless battery operated.

Music:

Music is permitted, recorded or live, but not after 11pm. There is no available sound system or amplification equipment in the room.

Lighting and electricity:

Renter will be shown the lighting panel and electrical outlets a few days before the event.

Clean Up:

It is the responsibility of the renter to return tables and chairs to their storage racks in the furniture closet at the front of Jordan Hall.

FELLOWSHIP ROOM

Fees:

Room Rental 4-5 hours - \$125.00 (tax exempt non-profit rate is \$75.00)
Church members, please contact the church administrator regarding fees.
office@hollistonucc.org

Security Deposit:

A check written to the church for \$150.00 is submitted with rental fee and will be returned after the event, and return of any keys, with the building being in standard good condition in which it was found.

All fees are due 14 working days prior to the event date.

Capacity: 45 persons

Measurements:

34' x 19' 9"

Room Details: Room is painted and floor is carpeted. There is a bulletin board. Lighting is overhead fluorescent. The room typically has 4-5 banquet tables (6' x 30") in the room and there are approx. 25 chairs. You must supply large trash bags and if you use our dumpster there is a fee of \$40. Playground use is not permitted.

Food:

Food and beverage is permitted and there is a counter surface with electrical outlets. Food may be prepared in the church kitchen for an additional fee of \$100. (tax exempt non-profit rate is \$75.00). We are a nut free facility. Nuts and products containing nuts are not allowed in the building.

Decorations:

Nothing is to be taped or stapled to walls; balloons may be tied to chairs or to small weights (sand or kitty litter in a tied plastic bag works well). No candles are permitted unless battery operated.

Music:

Music is permitted, recorded or live, but not after 11pm. There is no available sound system or amplification equipment.

Clean Up:

It is the responsibility of the renter to return tables and chairs to their original placements. A vacuum is located in the room, please use if needed.

LADIES PARLOR

Fees:

Room Rental 4-5 hours - \$125.00 (tax exempt non-profit rate is \$75.00)
Church members, please contact the church administrator regarding fees.
office@hollistonucc.org

Security Deposit:

A check written to the church for \$150.00 is submitted with rental fee and will be returned after the event, and return of any keys, with the building being in standard good condition in which it was found.

All fees are due 14 working days prior to the event date.

Capacity: 45 persons

Measurements:

22' 6" x 27'

Room Details: This room was redone in October 2016. The room has wall paper with bead board and the floorings is hardwood. The room has three arm chairs, one sofa with end tables and lamps. There is a pair of wooden tables that will each seat 6-8. Room has 20 armless chairs. Overhead lighting is four low-voltage chandeliers. There is a flat screen television in the room, but it is used only for dvd playback (there is no cable service). Playground use is not permitted.

Food:

Food and beverage is permitted and there is a counter surface with electrical outlets. Food may be prepared in the church kitchen for an additional fee of \$100. (tax exempt non-profit rate is \$75.00). We are a nut free facility. Nuts and products containing nuts are not allowed in the building.

Decorations:

Nothing is to be taped or stapled to walls; balloons may be tied to chairs or to small weights (sand or kitty litter in a tied plastic bag works well). No candles are permitted unless battery operated.

Music:

Music is permitted, recorded or live, but not after 11pm. There is no available sound system or amplification equipment.

Clean Up:

Clean up is the responsibility of the renter. Also to return tables and chairs to their original positions.

CHAPEL AREA CLASSROOMS (2 available rooms)

Fees:

Room Rental 4-5 hours - \$50.00 (tax exempt non-profit rate is \$30.00)

Church members, please contact the church administrator regarding fees. office@hollistonucc.org

Security Deposit:

A check written to the church for \$150.00 is submitted with rental fee and will be returned after the event, and return of any keys, with the building being in standard good condition in which it was found.

All fees are due 14 working days prior to the event date.

Capacity: 12-15 persons

Measurements:

11' x 19'

Room Details: Room is painted and floor is hardwood. There is a large whiteboard and bulletin board. Lighting is overhead fluorescent. The room typically has two banquet tables (6' x 30") and metal folding chairs to seat 10-15 people.

Food:

Food and beverage is permitted. Food may be prepared in the church kitchen for an additional fee of \$100. (tax exempt non-profit rate is \$75.00). We are a nut free facility. Nuts and products containing nuts are not allowed in the building.

Decorations:

Nothing is to be taped or stapled to walls; balloons may be tied to chairs or to small weights (sand or kitty litter in a tied plastic bag works well). No candles are permitted unless battery operated.

Music:

Music is permitted, recorded or live, but not after 11pm. There is no available sound system or amplification equipment.

Clean Up:

Clean up is the responsibility of the renter.

KITCHEN

Fees:

Room Rental 4-5 hours - \$100.00 (tax exempt non-profit rate is \$75.00)

Church members, please contact the church administrator regarding fees. office@hollistonucc.org

Security Deposit:

A check written to the church for \$150.00 is submitted with rental fee and will be returned after the event, and return of any keys, with the building being in standard good condition in which it was found.

All fees are due 14 working days prior to the event date.

Capacity: 8-10 persons working in space at same time

Measurements:

14' 10" x 27'

Room Details: Room is painted and floor is linoleum. Lighting is overhead fluorescent. There is a commercial refrigerator, freezer and dishwasher as well as two ovens with a total of 10 burners. There are two sinks and a total of 52 linear feet of counter work space.

Other equipment:

35 cup coffee urns are available upon request.

Food:

Food may be brought in by catering service. We are a nut free facility. Nuts and products containing nuts are not allowed in the building.