

JORDAN HALL

Fees:

Hall Rental 4-5 hours - \$250.00 (tax exempt non-profit rate is \$95.00)

Church members, please contact the church administrator regarding fees.

office@hollistonucc.org

Sexton: \$25 base; for furniture set up/break down and cleaning, negotiable with sexton

Security Deposit:

A check written to the church for \$100.00 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. There is a large bulletin board area. Lighting has fluorescent ceiling fixtures. Coffee cups, plates and bowls are available. There is no supply of glass wear, forks, knives and spoons. Most bring in disposable food service items.

Food:

Catered food and beverage is permitted. Food may be prepared in the church kitchen for an additional fee of \$95. (tax exempt non-profit rate is \$50.00). Beer, wine and other alcoholic beverages are NOT permitted.

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:

If the sexton has not been contracted for clean up and furniture break down 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 - \$100.00 (tax exempt non-profit rate is \$50.00)

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office@hollistonucc.org

Sexton: \$25 base; for furniture set up/break down and cleaning, negotiable with sexton

Security Deposit:

A check written to the church for \$100.00 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 wallpapered and floor is carpeted. There is a chalkboard and a bulletin board. Lighting is overhead fluorescent. The room typically has 4-5 banquet tables (6' x 30") in the room and there are 26 upholstered chairs.

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 \$95. (tax exempt non-profit rate is \$50.00). Beer, wine and other alcoholic beverages are NOT permitted.

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:

If the sexton has not been contracted for clean up and furniture break down it is the responsibility of the renter to return tables and chairs to their original positions.

LADIES PARLOR

Fees:

Room Rental 4-5 hours - \$100.00 (tax exempt non-profit rate is \$50.00)

Church members, please contact the church administrator regarding fees.

office@hollistonucc.org

Sexton: \$25 base; for furniture set up/break down and cleaning, negotiable with sexton

Security Deposit:

A check written to the church for \$100.00 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: Room is wallpapered and floor is carpeted. The room has four arm chairs, two sofas with end tables and lamps. There is a pair of wooden dinner tables that will each seat 6-8. Room has 23 upholstered armless chairs. Overhead lighting is four low-voltage chandeliers. There is a large screen television in the room, but it is used only for dvd playback (there is no cable service).

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 \$95. (tax exempt non-profit rate is \$50.00). Beer, wine and other alcoholic beverages are NOT permitted.

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:

If the sexton has not been contracted for clean up and furniture break down it is the responsibility of the renter to return tables and chairs to their original positions.

CHAPEL AREA CLASSROOMS (2 available rooms)

Fees:

Room Rental 4-5 hours - \$100.00 (tax exempt non-profit rate is \$50.00)

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Sexton: \$25 base; for furniture set up/break down and cleaning, negotiable with sexton

Security Deposit:

A check written to the church for \$100.00 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 \$95. (tax exempt non-profit rate is \$50.00). Beer, wine and other alcoholic beverages are NOT permitted.

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:

If the sexton has not been contracted for clean up and furniture break down it is the responsibility of the renter to return tables and chairs to their original positions.

KITCHEN

Fees:

Room Rental 4-5 hours - \$95.00 (tax exempt non-profit rate is \$50.00)

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Security Deposit:

A check written to the church for \$100.00 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: 7 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 and dishwasher as well as a gas double oven with eight gas burners. There are two sinks. There is 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 if kitchen is not being rented. Beer, wine and other alcoholic beverages are NOT permitted.