

ATTACHMENT A – Rate Schedule

Rooms and Services Available	Hourly Rate:
Conference Room Hourly Rental Rate (capacity 45-50) Seats approx. 20 around conference table	\$45
Sanctuary Hourly Rental Rate (capacity 110)	\$50
Event Space Hourly Rental Rate (capacity 160) Combined Sanctuary and Conference Room with option of opening folding door	\$55
Basic sound: microphone hook up	\$0 (included with Sanctuary)
Sound system requiring use of Sound Technician (playing music, sound from projected video, etc)	\$20
Flat Rate for Use of Kitchen	\$25/day

NOTE: Rental rates include the cost of an Event Manager, an individual responsible for on-site security, assisting with set up and clean up, and ensuring the space is properly looked after. Discounts are occasionally available for events run with the support of Fellowship members, when a paid Event Manager is not required.

Extra fees may be incurred in the event of an Event Manager being asked to perform duties outside of their expected role.

NOTE: Capacity limits listed to show size of room available, actual capacity currently **limited to 60 people**.

Example Rental Fee:

In the following example, a group is using the Sanctuary space for 4 hours in the afternoon. Their event runs from 1:30 to 4:30, and the extra half hour before and after will be used for set up and clean up. They plan to use the kitchen to make coffee and will serve snacks at the event.

Rooms	Start Finish Times	Total Hours	Rate	Cost
Sanctuary	1:00pm-5:00pm	4	\$50	\$200
Use of Kitchen		Flat rate	\$25	\$25
Total				\$225