



Parish Center (gym) Rental Information

Time: Opens Saturday 7:00 am. Music ends by 11:00 pm. Cleaned & locked up by 12 midnight.

Please note: This includes set-up, take-down, cleaning time and check-out in the hours available. *Additional fees will apply for late departures.

Maximum Capacity: 400 guests with dance floor, 500 seated guests - no dancing.

Tables/Chairs: 8' rectangular tables & metal folding chairs.

Fee and Fee Breakdown:

\$2,000 Security Deposit (Refundable*): Due with contract signing.

Balance due 60 days before the event.

\$ 4,050 - Rental Fee (does not include use of audio/video equipment)

\$ 280 - Liability Insurance Fee (estimated)

\$ 250 - Security Patrol Fee

\$ 400 - Cleaning Fee

\$4,980 – Total non-refundable Fees

Premium Package includes the use of Audio/Video Equipment for an additional \$400

*Cancellation Policy	<i>\$1000 from the date of signing the contract up to 6 months before the event. 6 months to 60 days of the event date \$2,000. Within 60 days of the event date \$3,750.</i>
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*All fees are due two months before the date of the event.

Payments can be made through Cash, Check (payable to Holy Spirit Church) or Credit/debit Card.

RECYCLING - A fine of \$1,000 will be assessed on all vendors and clients who do not recycle waste produced by their event.

For more information contact:

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