

St Peter's Episcopal Church

8100 St Andrew's Church Road

Louisville, KY 40258

Policies and Prices for Hall Rental

Rental Charges:

Non-contributing church members and groups	\$450 for 3 hours Friday or Saturday \$75/hr for each additional hour
Contributing church families and staff	\$200 for 3 hours \$50/hr for each additional hour
Sunday afternoon rental for contributing church members and groups	\$250 for 3 hours
Damage Deposit	\$150, due 30 days prior to event. Will be refunded within 30 days of event if no damage or violations of rental agreement.
Hall Rental Deposit	\$100, due at signing of contract. Remainder due 30 days before event. Deposit counts toward rental cost.
Clean-up fee	\$150, must be paid in cash to cleaning crew at end of event.

Church Policies for Rentals

- St. Peter's is a non-smoking facility. Ashtrays are available outside the front door.
- Alcohol may be served but not sold; renter must not serve to guests under 21 or allow guests to drive while intoxicated after the event.
- Rental charges include a 4-hour window for decorating the hall. Hall is available the night before rental or at another time convenient for renter when the church hall is not otherwise occupied.
- Renter is welcome to decorate the hall for the event. Nothing may be attached to the walls or otherwise damage the property.
- Renter is responsible to taking down room decorations and have the hall ready for the cleaning crew within an hour of the end of the event. *Failure to have hall ready for cleaning crew one hour past the end time of the event will result in forfeiture of damage deposit.*
- Hall contains 24 round 60-inch tables and chairs that seat 8, several 6' and 8' rectangular tables, as well as cove lights and lighted arch. Renter is free to arrange tables in any way that suits the event, as long as they are returned to original position after use.
- Hall contains toilet facilities for men and women.
- Renter has full use of kitchen with the exception of coffee pots and utensils.
- Kitchen is equipped with a convection oven, microwave, industrial refrigerator (left side only), and a chest freezer for ice storage.
- Once hall is opened for preparation for an event, it will be left open and a responsible person must be present at all times.

Do you need something not listed on this sheet? We'll work with you!
Contact church office at 502-937-3613, or email at stpeterschurch1@gmail.com.

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