

Application Reviewed/Approved   
Deposit Received \_\_\_\_\_  
Event Fees Received \_\_\_\_\_  
Check No. \_\_\_\_\_  
FOR OFFICE USE ONLY

## 2016-17 Application for Building Use

### St. Paul's Episcopal Church

15 St. Paul Street, Brookline, MA 02446 (617) 566-4953, [office@stpaulsbrookline.org](mailto:office@stpaulsbrookline.org)

Requested Space Use:  Main Sanctuary  Lichtenberger Room  Great Hall

Refer to our website for room pictures: [www.stpaulsbrookline.org](http://www.stpaulsbrookline.org)

Room fees are found on Page 2 of this application.

Date(s) Requested \_\_\_\_\_ Number of Guests Expected \_\_\_\_\_

Group / Organization Name \_\_\_\_\_

Description of the Event \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home and/or Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### BUILDING USE:

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Total Hours in Bldg. \_\_\_\_\_

Are you serving food at your event?  Yes  No If hiring a caterer, provide name, phone number and arrival time. \_\_\_\_\_

Please describe other items pertinent to your event, such as: cake delivery, florist delivery, photographer, rental supplies, entertainers, etc. \_\_\_\_\_

Are you serving alcoholic beverages?  Yes  No

If "Yes": We require a certified bartender on-site with proof of liability insurance. A copy of these documents must be submitted to our office 2 weeks prior to the event. Please provide name, phone number, liability insurance certificate, and arrival time of bartender.

### FOR CONCERTS, PLEASE INDICATE:

Performance start time \_\_\_\_\_ Intermission \_\_\_\_\_ Performance End Time \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Start Time \_\_\_\_\_ End Time \_\_\_\_\_

WILL YOUR GROUP HOST A RECEPTION FOLLOWING THE CONCERT:  Yes  No

Is event open to the public? \_\_\_\_\_ Where can tickets be purchased? \_\_\_\_\_

**ROOM FEES**

**(Fees include space, on-site Event Coordinator, and set-up/clean-up)**

- Main Sanctuary (includes 4-hour rental, use of Lichtenberger Room, and Kitchen) \$600 \$ \_\_\_\_\_
- Main Sanctuary (for 2-hour rehearsal or recording only) \$200 \$ \_\_\_\_\_
- Main Sanctuary Saturday Rental Premium \$100 \$ \_\_\_\_\_
- Lichtenberger Room (includes 4-hour rental and use of Kitchen) \$300 \$ \_\_\_\_\_
- Great Hall (includes 4-hour rental and use of Kitchen) \$350 \$ \_\_\_\_\_
- Use of Middle Room in conjunction with the Lichtenberger Room or Great Hall \$ 50 \$ \_\_\_\_\_
- Each additional rental hour or part thereof \$100/hour \$ \_\_\_\_\_  
(X # of hours)
  - A Saturday event must end no later than 9:00 PM.
  - A Sunday event will not have building access before 1:00 PM.
  - Please note that if you arrive early or leave late, you will be charged for the additional time at a rate of \$100/hour or part thereof.

**OTHER CONCERT FEES**

- Use of Steinway Piano (includes tuning, if requested) \$250 \$ \_\_\_\_\_
- Use of Organ \$250 \$ \_\_\_\_\_
- Tune Organ Prior to Concert \$400 \$ \_\_\_\_\_

**TOTAL RENTAL FEES** \$ \_\_\_\_\_

**A 50% Deposit is required to hold your booking date and building space:** \$ \_\_\_\_\_  
(Deposit Amount)

**Cancellation Policy: No refunds will be made within 6 months of the event.**

**Please sign & date here to confirm your space use and fees:** \_\_\_\_\_

- Please mail or drop off a check for the Deposit Fee ASAP. The remaining balance will be due at least two weeks prior to the event, made payable to "St. Paul's Church." Send to the attention of Jill Seiler-Moon, Parish Administrator.
- Please confirm your building open/close times at least two weeks prior to the event.

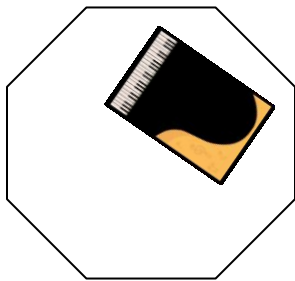
**SANCTUARY SET-UP INSTRUCTIONS**

Please **CIRCLE** **SET UP A** or **SET UP B** and indicate any chairs and/or music stands below:

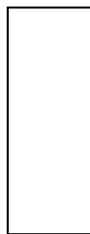
(We can provide up to 6 music stands)

**SET UP A**

**WITH Piano On Platform**



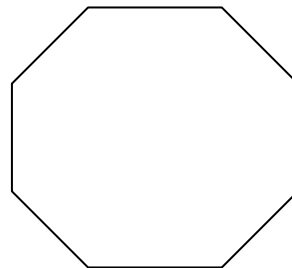
Platform



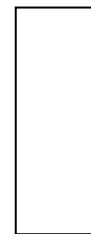
Organ

**SET UP B**

**WITHOUT Piano on Platform**



Platform



Organ

**Great Hall Set-Up Instructions**

**Please draw Table set-up in the box below**

**FURNITURE THE CHURCH CAN PROVIDE:**

- Round Tables 60" – seat 8 \_\_\_\_\_
- Folding Tables 30 x 60 \_\_\_\_\_
- Folding Tables 30 x 96 \_\_\_\_\_
- Folding Table 30 x 72 \_\_\_\_\_
- Conference Table 36 x 96 \_\_\_\_\_
- Square Card Table 30 x 30 \_\_\_\_\_
- Folding Chairs \_\_\_\_\_

**WE HAVE:**

- 8
- 2
- 1
- 1
- 1 ( note: this table does not move or fold)
- 1
- 50 red plastic (brown metal if more needed)

DOORS TO MIDDLE ROOM



MIRRORS

ST. PAUL STREET  
ENTRY

ROOM DIMENSIONS: 47 FT. X 21 FT.

**2016-17 Building Use Application - Page 4**  
(Please check all boxes in agreement and sign at bottom of page)

**DATE INQUIRY:** Email [office@stpaulsbrookline.org](mailto:office@stpaulsbrookline.org) or call our office 617-566-4953 to determine availability of your requested date(s). We **will** schedule concerts/events in our main sanctuary on Saturdays with a premium fee and additional staff. **We cannot officially reserve your date(s) until the application and your deposit is received and approved; please send it in as soon as possible.**

**APPLICATION FORM AND PROCESS:**

- **Email/Post Mail:** Complete this 4-page form and email to [office@stpaulsbrookline.org](mailto:office@stpaulsbrookline.org) or mail to:
- Jill Seiler-Moon, Parish Administrator, St. Paul's Church, 15 St. Paul Street, Brookline, MA 02446.
- **Approval:** Upon review and approval of your application and deposit, you will get a confirming email for the date of your event and use of the space.
- **Be Specific:** To facilitate smooth coverage for your event, please be clear about when you will need the building opened and when you expect to have everyone and everything out of the building; for concerts, please indicate performance start/end times.
- **Set Up:** For concerts, please be clear about how you want the platform arranged; if you need the piano and where; if you need music stands and/or additional chairs for performers.

**FACILITIES – PLEASE INITIAL EACH BOX BELOW:**

- Concert Posters:** You may use our double-sided lawn sign (28"W X 44"L) as available. Posters may be put out on the Monday prior to the event. We will be happy to post one smaller poster on our inside bulletin board. We do not advertise concert information in our church bulletin or website.
- Smoking:** Smoking is forbidden in any part of the building by Town of Brookline By-law.
- Parking:** There is ample free parking available on St. Paul Street and Aspinwall Street. (There is no public off-street parking lot in this neighborhood).
- Piano Tuning:** If you need our piano tuned for your event, you are required to use the church's regular tuner. We will schedule this tuning as close to the event as possible.
- Sanctuary:** Remember that your temporary music space is our Holy Space; please respect it accordingly. No food or beverage is allowed in the Sanctuary at any time.
- Furniture:** Chairs and furniture will be set-up in advance, according to your instructions. If any adjustments are needed, please speak with the Events Coordinator who will do it for you.
- Cables and Sound Equipment:** All cords and cables should be taped to the floor using gaffers tape for safety. Use of St. Paul's sound system is prohibited.
- Reception/Green Room:** You may use the Lichtenberger Room as a Green Room and/or for your Concert Reception at no additional charge. Bring a tablecloth for the round wood table (60" diameter). There is also a small separate space adjacent to the sanctuary which can be used during the concert.
- Food & Beverages:** We do not provide ice or beverage bins, party food trays, paper or plastic goods, tablecloths or chair covers. All left-over food & beverages must be either disposed of or taken with you at the end of your event. We provide trash receptacles. Please bring cellophane wrap and plastic bags for clean-up. We cannot hold food for a later pick-up. Food, beverages, and other supplies may not be dropped off early without prior written approval.
- End Of Event-Guests:** Someone from your event must be present until your last guest leaves the building. For example, guests who use "The Ride" as transportation must be accompanied by you until picked up.
- Damage/Cleaning Fee:** Renter is responsible for leaving the premises exactly the way it was upon arrival. Any changes to the space(s) must be returned to the state in which you found it. This includes cleaning up any areas of spilled food or debris resulting from the event. A damage/cleaning fee will be assessed if this requirement is not met. If damage occurs during the event, the Church reserves the right to assess a replacement fee toward repair/replacement of the damaged item(s).

**I have initialed each box on Page 4 and I agree to these terms and conditions. I understand I may be held responsible for the group/event I represent.**

**Signed:** \_\_\_\_\_