

Saint Paul's Church

605 Reynolds Street - Augusta, GA 30901
Telephone: (706) 724-2485 Fax: (706) 724-0904
www.saintpauls.org

Information for Facility Rental

Thank you for your interest in holding your event in the River Room and Berlin Room at Saint Paul's Parish House. This packet contains information about our facilities that we hope will be helpful to you in planning your event, as well as the steps to take to secure your reservation.

Our goal is to provide impeccable service, an outstanding venue, and memories that will last a lifetime. Please take time to visit our facilities and review the floor plans and descriptions that will best suit your needs. The River Room Terrace opens directly onto the River Walk offering unsurpassed views and the state of the art facility will meet the needs of virtually any event.

There may be exceptions when last minute rentals would be accepted on a "space available" basis. In these events, it will still be the responsibility of interested parties to secure all required licenses and submit necessary paperwork.

Enclosed you will find detailed rental information, catering and florist agreements, and sample layouts.

For a successful rental, the following steps should be followed:

- 1) Carefully read the information in this packet.
- 2) Saint Paul's Church will not be able to rent our facility during the following times: the weekend after Labor Day, the week and weekend of Holy Week, and the weekends after Christmas and New Years.
- 3) To reserve a date, the Rental Agreement Contract must be filled out and signed. A deposit of ½ the rental fee plus the security deposit must be paid to Saint Paul's Church at contract signing. Facilities may be reserved up to a year in advance. Reserved time must include time for set up and clean up. The balance of the rental fee is due 60 days before the event. Failure to pay within 60 days of the event will result in a loss of all funds paid to date and cancellation of the reservation.

Please make all checks payable to "Saint Paul's Church," and send or bring them to the church at 605 Reynolds Street, Augusta, GA 30901, directed to the attention of Ms. Jeri Wesner. Arrangements may also be made to pay by MasterCard or Visa.

For more information or answers to questions, please contact Ann Marie Reckentine, Jeri Wesner or Ellison Hollifield in the parish office, (706) 724-2485.

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Facility Facts

River Room

- 3,270 sq. ft. total event area
- Rectangular in shape
- Capacity for reception or theatre seating - 325
- Capacity for seated banquet - 260
- Room Dimensions - 69' x 51'
- Large, elegant grand stairway and foyer
- Space and electrical power available for stage and/or dance floor
- State of the art audio/visual equipment

Berlin Room

- 1,074 sq. ft. total event area
- Rectangular in shape
- Capacity for reception or theatre seating - 90
- Capacity for seated banquet - 72
- Room Dimensions - 30' x 35'
- State of the art audio/visual equipment

Restrooms

- Large, new handicapped accessible restrooms on same floor
- Water fountain outside restrooms

Kitchen

- Full Commercial Stainless Steel Kitchen
- 6 Burner Vulcan Range
- Commercial Warmer
- Convection Oven
- 500 lb. Scotsman Ice Machine
- Reach-in Freezer
- Reach-in Cooler
- Hobart Commercial Dish machine

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Equipment supplied with rental

- 39 - round 5' tables
- 5 - round 6' tables
- 14 - 6' x 2.5' rectangular tables
- 300 chairs

Elevator

- Large (5'x 6') and easily accessible
- Ideal for caterers and vendors moving products/equipment

Parking

- Approximately 100 spaces on-site, including handicapped parking and ramp
- Additional free parking on street and nearby lots

Below is a chart of facility rental information:

Room	Sq. Ft.	Friday-Saturday	Mon-Fri (Breakfast or Lunch)	Sunday-Thursday	Security Deposit
River Room & Terrace	3,000	\$1,500.00 <small>(includes kitchen use)</small>	\$ 550.00	\$ 600.00	\$ 800.00*
			\$ 250.00 dep	\$ 250.00 dep	
Berlin Room	1,074	\$ 500.00	\$ 200.00	\$ 300.00	\$ 100.00
Tyler Hall		\$ 500.00	\$ 200.00	\$ 300.00	\$ 100.00
Time		12 hrs	6 hrs	12 hrs	
Additional Kitchen Usage		\$ 100.00	\$100.00	\$100.00	

Dance floor rental is \$500.00, which includes installation and removal. Piano rental is \$250.00.

* deposit for entire floor

Weekend is defined as 3:00 pm Friday to Saturday midnight.

Other portions of the churchyard and/or church building are not included in the rental unless special provision is made. All evening functions must end by 12:00 midnight. The building must be emptied by the end of the allotted time allowed for the function.

Prices may change without notice.

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Rental Rules & Regulations

- 1) The balance of the rental fee due sixty days prior to the event. Failure to pay will result in a loss of all funds paid to date and cancellation of reservation. _____ **Initial**
- 2) Floor plans and number of attendees must be submitted two weeks prior to the event. _____ **Initial**
- 3) LESSEE is responsible for any damage to the church buildings or equipment as a result of theft, negligence, or other cause. This damage, if any, will be determined by Saint Paul's Church. LESSEE will be held responsible for all actions of guests, invitees, employees, sub-contractors, and agents and indemnifies Saint Paul's Church, its agents, and employees for all claims arising from such actions. Lessee is responsible for the facility being restored to pre-event condition and cleanliness. The refund of the security deposit is dependent upon facility cleanliness and damage. The Security Deposit Evaluation Form plays a part in determining damage and cleanliness.
 - a. SMOKING is NOT PERMITTED anywhere in the buildings.
 - b. LESSEE may not hang, tape, staple, tack, or glue any materials on the interior or exterior walls of the buildings.
 - c. Bubble machines and/or smoke machines are not allowed on premises.
 - d. Rice, birdseed, glitter, confetti, liquid string, flower petals, etc., or other objects may not be thrown in or on the premises.
 - e. Chase candles may be used and all others must be votive candles or enclosed with hurricane globes. _____ **Initial**
- 4) All set up and clean up must be done within rental hours. Use of the facilities outside of the hours of the rental agreement by anyone involved in the event, even if unintentional, is at the rate of \$500.00 per hour. One hour being the minimum charge. _____ **Initial**
- 5) Alcohol and band/music must cease no later than 11:30 pm. _____ **Initial**
- 6) A representative of Saint Paul's Church will be present for the entire rental time for each event. *Saint Paul's staff is responsible* for initial set-up and break-down of all tables and chairs. Saint Paul's Church is unable to accommodate any tables or chairs on the terrace. _____ **Initial**
- 7) LESSEE is responsible for adhering to all city and state laws regarding the use of alcoholic beverages and must obtain all necessary alcohol licenses and permits as required by law. Is alcohol being sold, tickets being sold for alcohol, or is there an admittance fee for the event? _____ **Yes** _____ **No**.

If yes, Lessee is responsible for obtaining one of the following: an Alcohol Catering License or a Non-Profit Alcohol License. A copy of all necessary alcohol licenses and permits must be provided to Saint Paul's Church sixty days prior to the event. Bartenders must be at least

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21 years of age, alcoholic drinks may not be served to minors, and non-alcoholic beverages must be available. _____ **Initial**

- 8) LESSEE is required to have present a Richmond County Deputy Sheriff as well as a Fire Marshal at all events in which alcohol is served and/or attendance is expected to be 100 people or above. The charge for both the Deputy and the Marshal is \$18.00 per hour each, with a minimum of 4 hours. Saint Paul's Church will secure said Deputy Sheriff and Fire Marshal for the event and pass on the expenses to the Lessee. _____ **Initial**
- 9) Saint Paul's Church has a dance floor available for a \$500.00 fee. _____ **Initial**
- 10) Extravagant decorations, as determined by the Facility Manager, may not be used. All set-up must first be cleared by the Facility Manager. _____ **Initial**
- 11) The Saint Paul's Church rental facility is not available for wedding ceremonies. _____ **Initial**
- 12) Saint Paul's Church or the Facility Manager retains the right to cancel this contract, at any time, in the event that the Lessee chooses to violate policies contained within this contract. Event cancellation under these circumstances would include forfeiture of all fees. _____ **Initial**
- 13) LESSEE is strongly recommended to select caterers and other subcontractors that are well insured. _____ **Initial**
- 14) All food and trash must be removed from the church facilities, terrace, church yard; surrounding sidewalks, parking lots, and levee immediately after the event (see Rules for Caterers and Florists.) _____ **Initial**
- 15) Saint Paul's Church will not assume any responsibility for items left on the property and shall hold LESSEE financially responsible for any removal of said materials or personal property. _____ **Initial**

Revised 12/1/09