



ST. ANSELM'S CHURCH

FACILITY FEATURES

DONATION and DEPOSIT SCHEDULES

ADDITIONAL FEES

St. Anselm's Episcopal Church reserves the right to adjust these schedules at any time without prior notice

Facility	Capacity and Features	Appropriate Use
Main Hall	132 seated at tables 283 in assembly Mounted HDTV and DVD system	Receptions - Catered Parties Large Meetings - Workshops - Classes
Conference Room	12 seated at conference table Mounted easel - Portable TV, DVD and VCR system	Small meetings Breakout sessions
Classroom #2	10 seated at tables, extra folding chairs Flat screen TV, DVD, and VCR system	Small meetings Breakout sessions
Kitchen (Food Prep)	Large stove - Warming ovens, Two sinks - Two dishwashers, Refrigerator - Food prep table, Pass-through serving counter	Receptions Large Catered Parties Events involving Cooking
Kitchen (Food Service)	Pass-through serving counter Coffee and tea service	No cooking – No major food prep Prepared sandwiches, snacks, desserts Coffee and tea service

DONATION SCHEDULE

Facility	Terms	Period	Fee	
			Member	Non-Member
Main Hall	Includes use of Main Hall and mounted video system	4 Hours	\$100	\$200
Conference Room	Includes use of Conference Room and video system	2 Hours	\$15	\$30
Classroom #2	Includes use of Classroom and in-room video system	2 Hours	\$5	\$10
Kitchen (Food Prep)	Includes use of kitchen equipment, dishes, cookware NOTE: If user contracts with our preferred caterer, Sunrise Catering of Walnut Creek , this fee is waived.	4 Hours	\$125	\$250
Kitchen (Food Service)	Includes Coffee and Tea service May set out sandwiches, snacks, boxed lunches on counter for pickup by participants	Event	\$25	\$50
Additional Hours	For events lasting longer than allotted period, divide Fee by Hours in the Period to arrive at additional per hour fee. (Example: Main Hall: \$50 per hour for non-members)	Per Hour	Varies	

DEPOSIT SCHEDULE

Description	Terms	Deposit
Reservation	Non-Refundable - Amount will be credited to final payment - Includes \$50 opening and closing fee - Due at time of reservation , along with completed / signed use agreements and policy agreements	\$150
Key	Amount based on rooms used - Fully refunded if key returns to Event Coordinator or Office Manager within four (4) days of event. If key is lost, this deposit will pay for the cost of re-keying doors.	\$100 - \$250
Security, Cleanup, Loss and Damage	Amount based on event type – Discuss with Event Coordinator at reservation time - Fully refunded if user leaves facility in original condition – Refer to Users' Cleanup Checklist	\$200 - \$750

ADDITIONAL FEE SCHEDULE

Description	Terms	Amount
Setup and Breakdown (Optional)	Includes table and chair set-up and breakdown - Please provide set-up plan to Event Coordinator - Use Jackson Hall Floor Plan	\$50
	Additional fee if breakdown occurs after midnight on Saturday to prepare the facility for Sunday morning church services	\$50
Facility Cleanup	Vacuum carpet (if needed) - Sanitize kitchen and bathrooms - Cleanup remaining event debris - Will be deducted from Security Deposit	\$100
Carpet Cleaning	Steam clean soiled or stained carpet (if needed). Will be deducted from Security Deposit.	\$325
Laundering Linens	Professionally clean used cloth table linens Will be deducted from Security Deposit	Cost to church
Loss or Damage	Correct any losses or damages to the facility and/or its contents	Cost to church