

Moorings Presbyterian Church - 2010 Schedule of Fees

Rev. 2/24/2010

	Members	Non-Members	Not-For-Profit	Important Notes
Security Deposit*	\$0	\$500	\$500	Your event date will not be entered on the MPC calendar until security deposit is received. Fully refundable upon event completion, assuming no damages are incurred.
Church Coordinator*	\$25/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Presence of Church Coordinator is mandatory at all weekend and certain evening events, to ensure that MPC is opened, cleaned, and locked properly. Also mandatory at events where alcohol is being served.
Cleaning/Maintenance Crew*	\$100	\$100	\$100	Mandatory -- required for all events.
Sanctuary/Chapel (for Weddings or Concerts)				
Sanctuary	\$0	\$500	\$250	
Chapel	\$0	\$300	\$200	
Parlor	\$0	\$0	\$250	
Minister	Honorarium of \$200 is customary.	Honorarium of \$400 is customary.	Honorarium of \$250 is customary.	
Organist	Honorarium of \$150 is customary.	Honorarium of \$250 is customary.	Honorarium of \$150 is customary.	
Sound System Technician	\$25/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Includes raw video footage only. Contact A/V for pricing on a custom video.
Bulletin	Contingent upon content, quantity, etc.	Contingent upon content, quantity, etc.	Contingent upon content, quantity, etc.	Price to be determined separately.
Rehearsal (for Weddings or Concerts)				
Sanctuary or Chapel	\$0	\$150	Waived	
Organist	\$0	\$100	Waived	
Minister	Honorarium recommended.	Honorarium of \$100 is customary.	Waived	
Sound System Technician	\$0	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Optional.
Moss Hall				
Section A (South)	\$150	\$500	\$300	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Section B (Center) Includes stage area	\$150	\$500	\$300	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Section C (North)	\$150	\$500	\$300	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Set-Up/Break-Down*	\$0	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Mandatory fee -- includes table(s), chair(s), and dance floor set-up and break-down.
Dance Floor Rental	\$100	\$300	\$300	
Classroom Rental	\$25/hour	\$25/hour	\$25/hour	
Boardroom Rental	\$25/hour	\$25/hour	\$25/hour	

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Moss Hall, Con't.	Members	Non-Members	Not-For-Profit	Important Notes
Audio Equipment Rental	\$0	\$50	\$50	Includes use of projector, screen, wireless or standing microphone, music, television, podium. Assumes renter knows how to operate equipment.
Sound System Technician	\$25/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	
Linens-Tablecloths	\$10 each	\$10 each	\$10 each	
Linens-Napkins	\$2 each	\$2 each	\$2 each	
Place Settings	\$2.50 each	\$2.50 each	\$2.50 each	Place setting contains coffee cup, saucer, glass, plate, fork, knife, spoon. Pitchers and platters available as well.
Kitchen				
Kitchen Usage	\$0	\$300	\$300	
Kitchen Coordinator*	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hour minimum)	\$50/hr. (3 hr. minimum)	Kitchen Coordinator is mandatory , if outside caterer other than Sautee Catering is used, and includes setting of tables with place settings and linens.
Dishwasher*	\$15/hour	\$15/hour	\$15/hour	Mandatory if outside caterer other than Sautee Catering is used, or if church place settings are used. More than one dishwasher may be necessary for very large events.
Baker Center Gym and Christian Education Building				
Gym	\$0	\$25/hour	\$25/hour	
Community Room (Baker Center)	\$25/hour	\$25/hour	\$25/hour	
Meeting Rooms (CEB)	\$25/hour	\$25/hour	\$25/hour	
Nursery	\$0	\$0	\$0	

- 1) The Pastor shall have the authority to reduce or waive fees at their discretion.
- 2) Moorings Presbyterian Church group functions are not held to the stated Schedule of Fees.
- 3) Musicians are available. Fees to be determined.
- 4) Pricing subject to change.
- 5) For funerals (Member or Non-member) -no charge for use of Sanctuary, Chapel, or Parlor. Donations accepted for use of facilities. Honorariums accepted for Minister and Organist.
- 6) Moorings Presbyterian Church has the right to cancel any event and refund/return checks prior to an event if management feels the event is not consistent with the rules of the church.