

Rental fees for The First Church in Belmont

Space	Total Capacity	Standard 4-hour rate	Non-profit+ 4-hour rate	FCB Members* 4-hour rate
Sanctuary and Parlor**	Sanctuary seats 192; Parlor seats 22	\$400; \$50 each additional hour	\$200; \$25 each additional hour	No charge up to 3 hours; \$25 each additional hour
Parish Hall; includes use of Upper Hall if needed	Seats 150 - 200 at banquet tables (max capacity 309) Stage seats 40 (max capacity 60)	\$600; \$100 each additional hour	\$400; \$50 each additional hour	\$300; \$25 each additional hour
Kitchen and Upper Hall (if needed)	14	\$250	\$150	\$25
<p>We have a professional, commercial kitchen. Renters are responsible for cleaning the kitchen, and all equipment used, at the end of the event. Rates above apply to rental of the kitchen alone.</p> <p>Rates for using the kitchen in conjunction with other spaces are: \$50 per Event to stage/store catered food and drink and/or to use the Church's equipment, \$75 per event to use the stove/oven for preparing or reheating previously prepared food.</p>				
Lower Hall (available only with entire building rental)	Seats 60; maximum capacity 62	\$400; \$100 each additional hour	\$250; \$50 each additional hour	\$200; \$25 each additional hour
Library	30	\$50/hour	\$25/hour	\$10/hour
Small meeting rooms	<i>individual classroom sizes vary</i>	\$25/hour	\$15/hour	\$10/hour

Parking Lot: 24 spaces plus 2 reserved handicapped spaces. Parking lot can be reserved only for weddings and memorial services. Church also offers an outdoor bicycle rack. Church is very near the commuter rail and bus routes. There is a municipal lot on Claflin Street, about a 5 minute walk away.

***Nonprofit** refers to organizations with a 501c3 tax id number, which must be provided on the rental application.

***FCB Members** refers to members of record of The First Church in Belmont, who are planning a private event for family or friends. The event cannot include fundraising or the sale of tickets, cannot produce income for the member or others, and cannot be affiliated with or on behalf of any organization, either for-profit or non-profit. FCB members pay standard Sexton/Custodial fees, including for use of the Sanctuary, if the Church determines that custodial services are required.

** **Food and drinks** are not permitted in the Sanctuary and Parlor.

Optional rental fees:

Parish Hall Audio, \$10; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers, with auxiliary input
Parish Hall Video, \$25; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers ▪ Use of projector and screen
Parish Hall Full tech, \$100; includes:	<ul style="list-style-type: none"> ▪ Use of two handheld wireless microphones ▪ Use of two lavalier wireless microphones ▪ Use of speakers ▪ Use of projector and screen ▪ Additional microphones and cables as inventory allows ▪ Stage lighting ▪ <i>FCB staff audio tech at \$30/hr, as available. Staff is required and must be arranged well in advance.</i>
Piano in the Sanctuary or the Parish Hall: \$100 per event, with permission of the Director of Music.	

Staff and Town Fees

Minister	<p>No fee for Church members. A donation to the Minister's Discretionary Fund or an honorarium to the Minister may be made.</p> <p>Nonmember fees:</p> <ul style="list-style-type: none"> ▪ \$200 for child dedication service ▪ \$500 - memorial/funeral service ▪ \$600 - wedding consultation, rehearsal, wedding ceremony (ceremonies outside the church, add additional costs for commute/transportation) ▪ \$100 - wedding rehearsal ▪ \$50 - additional consultations
Staff Musician (piano, organ)	<ul style="list-style-type: none"> ▪ \$350 - memorial/funeral service ▪ \$300 (members); \$350 (nonmembers) — wedding service only ▪ \$350 (members); \$400 (nonmembers) — wedding & rehearsal ▪ \$100 for use of piano by another musician <p>Please note: If the staff musician of The First Church in Belmont is available for the specified date, but the party wishes to engage a guest musician instead, the staff musician's fee must still be paid. This is the policy of the American Guild of Organists.</p>
Sexton (Custodian)	<p>\$30/hour (one hour minimum, if custodian is required).</p> <p>First Church will discuss the need for a custodian, the anticipated custodial tasks, and the expected required custodial hours in conjunction with the renter before approving the rental. The Sexton is normally present for the duration of a memorial service.</p>
Rental Supervisor	<p>\$25/hour.</p> <p>Renters may be required to hire a rental supervisor for the duration of the event. This will be discussed with the Church Administrator and is commonly required for formal events such as weddings and memorial services</p>
Town Common	<p>Permission to use the adjacent Town Common must be obtained directly by the Applicant from the Town of Belmont at the Selectmen's Office.</p>
Police Detail	<p>Police detail (if necessary) must be procured by the Applicant.</p>