

**ST. STEPHEN'S EPISCOPAL CHURCH**  
**4805 NE 45TH STREET**  
**SEATTLE, WA 98105**  
**(206) 522-7144**

**BUILDING USE GUIDELINES**

We are pleased to make our facilities available for church members and our greater community. Please use the fee schedule below and the event planning form on the following pages to make your reservation for building use.

For **WEDDINGS**, the couple must first attend church and meet with our Interim Rector, The Rev'd Dr. Suzi Robertson.

A 50% deposit of anticipated fees is expected at the time of booking to guarantee your rental if the event is more than 30 days from the date of booking otherwise the fee is due in full. The remainder is due 7 days before the event.

St. Stephen's is a smoke-free facility.

**EVENT FEES**

The following fees are for events that do not exceed four (4) hours. For all rentals longer than four (4) hours, the fee is prorated.

<b>Facility</b>	<b>Base Rate (4 Hours)</b>	<b>Additional Hours</b>
Church (Nave)	\$400.00	\$100.00
Chapel	\$300.00	\$75.00
Parish Hall	\$200.00	\$50.00
Parish Hall w/ Kitchen	\$250.00	\$50.00
Great Hall	\$300.00	\$75.00
Great Hall w/ Kitchen	\$350.00	\$75.00
Vestry Room	\$100.00	\$25.00
Narthex	\$100.00	\$25.00
Resurrection Chapel	\$100.00	\$25.00
Cloud 9 Academy Classroom	\$100.00	\$25.00
Cloud 9 Academy Flex Room	\$50.00	\$10.00



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[www.ststephens-seattle.org](http://www.ststephens-seattle.org)

## EVENT CONTRACT

Group(s)/Organization(s)	
Published Event Name	
Date/Time/Location	
Frequency of Rental	
Representative(s)	
Church Member (Y/N)	
Mailing Address	
Phone Number(s)	
Email Address	
Assistance Publicizing (Y/N)	
Janitorial Services (Y/N)	

DESCRIPTION OF EVENT AND/OR ADDITIONAL NOTES

ESTIMATED FEES – OFFICE USE ONLY				
FACILITY	HOURS	FEES	NOTES	TOTAL DUE
<b>Please make check payable to St. Stephen's Episcopal Church.                      Add the Published Event Name/Date on the memo line.</b>				

**FILL OUT THIS SECTION IF SPECIAL SET-UP IS REQUIRED**

Number of Chairs \_\_\_\_\_      Number of Tables \_\_\_\_\_      Number of Music Stands \_\_\_\_\_

Equipment Needed: (Check all that apply)

- DVD Player (Parish Hall)
- Television (Parish Hall)
- Projector/Screen (Parish Hall)
- Screen (Great Hall)
- Easel
- Extension Cord
- Podium
- Microphone
- Sound Board (Church)
- Piano (Parish Hall/Chapel/Great Hall/Church)
- Organ (Chapel/Church - permission granted by Precentor for Liturgy and Music only)
- Pew Lanterns (Chapel/Church)

Please use the space below to diagram any special set-up instructions. Use **X** for chairs and  or  for tables.

**Please read carefully and sign below. Your event is not confirmed until this signed contract is received and accepted.**

*User does hereby indemnify, agree to defend and hold St. Stephen's Episcopal Church harmless from any and all damage or injury to any person or persons whatsoever, or property, arising from any cause or reason whatsoever in or about St. Stephen's Episcopal Church property (buildings and grounds); and User further agrees to waive any and all claims against St. Stephen's Episcopal Church premises, and User agrees to promptly and upon demand reimburse St. Stephen's for any damage done to St. Stephen's Episcopal Church premises or equipment by User or any attending its activities.*

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Interim Rector/Director of Operations

\_\_\_\_\_  
Date