



Rental Fees

Facility rental for 12 consecutive hours
(5 hours set up time, 6 hour event, 1 hour clean-up)
Lease period may be scheduled between 10am – 12am

Customized lease terms are available for shorter events. Please call for details.

Monday – Thursday.....\$1600
Friday, Saturday or Sunday.....\$2000

Rental fee Includes:

- Use of the event center including the Foyer and Grand Ballroom
- Use of our inventory of tables and chairs
- Room setup to your specifications
- Basic custodial services

Rental fee does not include:

- Kitchen use or cleaning (except by preferred caterer)
- Food (you may bring in your own caterer or use our preferred caterer)
- Bar or beverage service
- Security Deposit
- Linens
- Sound system

Possible Additional Charges:

- **Hourly Extensions**(*must be scheduled in advance, based on availability*)
- **Kitchen Use:**A fee is applied to events requiring kitchen access but not using preferred caterer – includes use of counters, reach-in cooler, sinks and warmers but not cooking equipment or walk-in cooler.
- **Sound System Use:** includes use of wireless microphone and built-in speakers. Equipped with USB port to play music from your digital device.
- **Security Deposit:** charged in addition to the rental fee for all events. The deposit is fully refundable after the event if no deductions are made based on the lease terms.
- **Event Insurance:** A\$1,000,000policy is required for every event. Google “Event insurance” for a list of vendors. The policy must name Holy Trinity Greek Orthodox Church as the certificate holder. Proof of insurance is required 30 days prior to event date.
- **Optional Bar Service:**

Holy Trinity Event Center has bar service available for your event. Charges vary by the time frame and bar type. We are happy to provide a quote based on your preferences. The following charges apply to all bar service:

- Bartender Rates: Charged hourly per staff member from setup to breakdown (1 bartender per 100 ppl is generally required)
- Bar Setup Fee
- Security Guard
- Bar Service Charge applies for hosted bars