

**Rental Fee Schedule**  
**St. John's Lutheran Church**  
**2216 Peach Street, Erie, PA 16502**  
**(814)456-7596**

<u>Premises to be rented</u>	<u>Rental Fee</u>	<u>Deposit</u>	<u>Duration</u>
Parish Center with use of kitchen—No alcohol being served (Maximum capacity 250)**	\$ 500	\$ 200	4 hours *
Parish Center with use of kitchen—Alcohol being served (^) (Maximum capacity 250) **	\$ 500	\$ 300	4 hours *
Gym for Team Practices	Call Office	n/a	n/a
Kitchen/Food Preparation**	\$ 100	\$ 100	4 hours *
Parlor— No Alcohol being served (Maximum capacity 60) **	\$ 200	\$ 75	4 hours *
Parlor— Alcohol being served (^) (Maximum capacity 60) **	\$200	\$150	4 hours *
Meeting rooms (\$10/hour for extra time & \$10 per any extra rooms)	\$ 50/room	\$ 50/room	4 hours

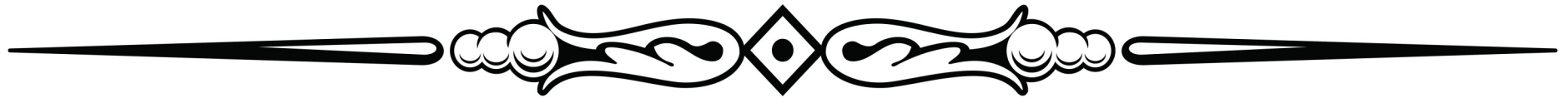
\*Durations includes set-up and tear down

\*\*Additional charge of \$25/hour for each extra hour premises is rented.

(^) Alcohol may be served, *not sold*. (Please drink responsibly!)

⇒ **Insurance Liability Form is mandatory for all events with alcohol.**

⇒ **501c3 form is mandatory for non-profit discounts.**



## IMPORTANT INFORMATION FOR RENTERS

*Thank you for choosing St. John's Lutheran Church for your event. Just a few reminders and tips to keep in mind:*

- ♦ MUSIC OFF by 9:45pm / Everyone to be out by 10:30pm. Music volume levels should be maintained at a reasonable level and any requests for lowering the volume should be complied with.
- ♦ You may use St. John's parking lot on 23rd/22nd street as well as street parking.
- ♦ There are plenty of chairs and tables available to use for your event, but you must provide your own decorations and tablecloths.
- ♦ Modest refrigerator space/freezer space available. St. John's does not provide ice, so please plan on bringing your own. Crock-Pots, Sterno heaters, or similar heating devices may be brought in and used.
- ♦ The Parish Center sound system microphone may be used only for announcements. DJ's and Musicians must bring in their own amplifiers/sound systems,
- ♦ The following are prohibited from the facility at any time: smoking, illegal drugs, unauthorized intoxicants, firearms, fireworks, smoke or fog machines, flammable materials, illegal gambling, and animals (except service dogs).
- ♦ *Please clean up after your event as best as you can* (cleaning supplies provided as needed). Make sure to remove trash and place in dumpster, put away chairs and tables, sweep floor, and turn off all lights including bathroom and kitchen.

*Contact our Office Administrator, Rachel, with any questions . #youbelonghere*

Revised 07/22/2022