

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.
***Additional charge of \$50/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