

ALL SOULS EPISCOPAL PARISH IN BERKELEY
 2220 Cedar Street (at Spruce), Berkeley CA 94709
 510.848.1755 ~ allsouls@allsoulsparish.org ~ www.allsoulsparish.org



Rental Fees – One-Time Use

Facility Fees:

Room	Capacity	Flat-rate 4 hour Use	Each additional hour thereafter	Deposit
Main Church	300	\$500	\$50	\$250
Parish Hall	150 standing, 80 seated at tables	\$450	\$50	\$225
Common Room	25	\$200	\$50	\$100
Courtyard/Children's Playground	75	\$150	\$50	\$75
Chapel	35	\$250	\$25	\$125

Deposit:

- ❖ 50% deposit will be required upon approval of request and signing of Facilities Use Agreement, with balance due 48 hours before the event. Checks payable to All Souls Episcopal Parish. Deposit fully refunded only if event is cancelled in writing 60 days prior to the scheduled booking.

Sexton Fees:

- ❖ A sexton (custodian) is required without exception for any scheduled event. The sexton is on call during the event, has custodial duties including opening and securing the facility, supervising set up and clean up. Sexton fees are included in hall and sanctuary rental fees.

Sound Technician and Stage Crew Fee:

- ❖ Sound Technician: \$100 per event for concerts, lectures, theater productions, or religious services in main church.
- ❖ Stage Crew: \$100 per event if needed to remove/replace equipment/musical instruments on stage in main church.