147 Concord Road, Lincoln, MA 01773 ⬩ 781-259-8834 ⬩ www.stanneslincoln.org

**FACILITY RENTAL IN-TAKE FORM**

**Contact name:**

**Contact email:**

**Contact cell number:**

**Date(s) Requested:**

**Name of organization:**

**Type of event:**

**Number of attendees:**

**Time you will arrive:**

**Time you will leave:**

* Pricing for each event is made at the Rector’s discretion anddepends on a number of factors including: how many hours you and your party will be on-site, how complicated the set-up is, and whether the event encroaches on worship or other St. Anne’s events.
* Basic room rental fees are as follows (*please circle those spaces you want to include in your rental*):

|  |  |  |
| --- | --- | --- |
| **Room** | **Capacity** | **Rate Range** |
| Flint Hall | 150 seated | $250 - $500 |
| Kitchen |  | $150 - $300 |
| Sanctuary | 290 seated | $250 - $500 |
| Library | 18 seated | $250 - $400 |
| Spiritual Room | 8 seated | $100 - $200 |

* Unless otherwise determined by the Rector, a St. Anne’s staff person must be on-site for the entirety of your event for which a separate fee of $30/hour is assessed; paid staff time includes that required to set up and break down the room before and after your on-site time.
* Renters are welcome to come see spaces during regular office hours; additional visits or extensive consumption of staff time will incur additions to the final rental charge.
* In some cases, a check for a damage deposit will be required. The amount will be determined by the Rector and will be uncashed until the Rector has surveyed the premises after the event. This deposit will cover time overages, excessive messes, unauthorized use of other spaces, destruction to property, etc.
* Events that incur more than 100 cars must contact the Lincoln Police Department for a detail; charges for this service are to be paid directly to the LPD by the renter.
* Special circumstances exist for the serving and consumption of alcohol, as are described in the final contract.
* Once the Rector has read the specifics contained in this form, and a price has been negotiated, staff will draw up and email to you an official rental contract for your signature.
* If you have any questions, please contact the Parish Administrator, Jennie Cook, at jennie@stanneslincoln.org or 781.259.8834.