 **North Shore Unitarian Church Rental Application**

**For Members**



**Contact and Event Information:**

|  |  |
| --- | --- |
| Name: |   |
| Cell Phone: |   |
| Home Phone: |   |
| Email Address: |   |
| Mailing Address: |   |
|   |
| Event Name: |   |
| Event Type: |   |
| Desired Date(s): |   |
| Begin Time: |   |
| End Time: |   |
| Rehearsal Date: |   |
| Rehearsal Time: |   |

**Rental Needs:**

Availability of rooms may be limited due the ongoing activities of the church. Rental fees below are for up to 4 hours (unless otherwise noted). Additional hourly fees may apply for events longer than 4 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| *Room* | *Capacity* | *Fee* | ✓ *if Needed* |
| Single Meeting Room (7 available) | 15 | $20 per hour | ☐ |
| Bletzer Meeting Room | 30 | $30 per hour | ☐ |
| Hearth Room  | 80 | $75 | ☐ |
| Sanctuary (basic usage: no food) | 350 | $300 | ☐ |
| Fellowship Hall (basic usage: no food) | 120 | $150 | ☐ |
| \*Weekday Reception (M-Th) Circle: Sanctuary or Fellowship  | 150 | $400 | ☐ |
| \*Weekend Reception (F-Su) Circle: Sanctuary or Fellowship | 150 | $650 | ☐ |
| \*\*Weekday Ceremony & Reception (M-Th)  | 150 | $550 | ☐ |
| \*\*Weekend Ceremony & Reception (F-Su) | 150 | $850 | ☐ |
| Kitchen (Kitchen rental only) | 15 | $50 | ☐ |

\*Reception Fees include: standard set up and use of the kitchen and either the Sanctuary or Fellowship Hall. This fee does not apply for member memorials.

\*\*Ceremony & Reception Fees include: use of the Sanctuary, Fellowship Hall, Hearth Room, Kitchen, and 1 classroom as a dressing room. This fee does not apply for member memorials.

**Additional Fees:** First three are required for all events and not subject to discounts.

|  |  |  |
| --- | --- | --- |
|  | *Fee* | ✓ *if Needed* |
| Custodial Service (required)Setup/clean up | $30/hour | Hrs: |
| Event Facilitator (required) | $30/hour | Hrs:  |
| Technology Coordinator (required for streaming) | $100 | ☐ |
| Damage Deposit (required) | $250 | ✓ |
| Pianist/Organist | $150 and up\* | ☐ |
| Professional Musician | $100 each | ☐ |
| Choir Director | $200 | ☐ |
| Fireplace Use\*\* | $50 | ☐ |
| Piano Bench Fee\*\*\* | $125 | ☐ |

\**Pianist fee increases when working with soloists and/or choir*

*\*\*Facilitator is required for fireplace use.*

*\*\*\* Piano usage must be pre-approved by the Music Director and/or Pianist/Organist. Additionally, the piano is not to be moved. There is a $200 fee to move the piano and it must be done by NSUC prior to the event.*

**Neither tables nor linens are provided. If necessary, please request them from your catering service.**

***A deposit is not required with this request. However, NSUC will not hold the requested date until a $250 security deposit is received. If the event is cancelled up to 30 days prior to the event date, $150 of the $250 security deposit is returned. Special consideration will be considered for emergency situations.***

Return to:

Congregational Admin

2100 Half Day Road

Deerfield, IL 60015

Voice & Fax: (847) 234-2460

Email: churchadmin@nsuc.org