



FIRST CONGREGATIONAL CHURCH *of* OAKLAND  
 —2018 Rental Rates (subject to change)—

SPACE / CAPACITY	HOURLY RATE	DAY RATE (8 <sup>HRS</sup> +)
<b>Reidenbach Hall</b> , Seats 250 banquet; 350 theater		
Set up or Rehearsal	\$40	\$320
Up to 75 people	\$100	\$800
75 – 150 people	\$150	\$1,200
151 - 250 people	\$250	\$2,000
251 – 350 people	\$300	\$2,400
<b>Sanctuary</b> , Seats 650		
Set up or Rehearsal	\$40	\$320
Up to 100 people	\$100	\$800
101 - 300 people	\$200	\$1,600
301 - 500 people	\$300	\$2,400
Over 500 people	\$400	\$3,200
<b>Collins Chapel</b> , Seats 100	\$120	\$960
<b>Gallery</b> (Extension of Reidenbach Hall), 60 seated; 80 standing	\$40	\$320
<b>Angel Room</b> , 30 seated; 45 standing	\$45	\$360
<b>New Oakland Room</b> , 30 seated; 45 standing	\$40	\$320
<b>Choir Room</b> , 45 classroom; 75 standing	\$30	\$240
<b>Kitchen</b> (Full Use)	\$30	\$240
<b>Kitchen</b> (Minimal Use)	\$15	\$120

**Kitchen Use Policy:** Full use of the Kitchen includes access to the work surfaces (as a staging area, etc.), stove and refrigerator. Minimal use of the Kitchen includes access to the work surfaces (as a staging area, etc.) and the refrigerator.  
*Note: All food and beverages must be removed from the Kitchen at the end of the rental period.*

**Event Staff:** There will be at least one church staff member onsite during all event rentals at a fee of \$35/hour per staff member. One staff member is required for every 100 attendees (or fraction thereof).

**Refundable Deposit:** A refundable deposit is required to hold a reserved date and space. This amount will range from \$75 - \$600 depending on space. This deposit is automatically doubled if alcohol will be served.

**Payment Schedule:** At least 50% of all fees plus the full Refundable Deposit are required upon signing of the Rental Contract. Payment in full is required 30 days before event. *All deposits, rents, and fees for events must be paid by **check or money order only**. Cancellations must be made 30 days prior to event date. Late cancellations will result in loss of entire rental deposit.*

**ADDITIONAL SERVICE & FEES**

**Set-Up Crew/Clean Up Crew:** For a fee our staff can set up for your event and/or clean all spaces used after you exit.

**Sound Technician:** Required for use of Sanctuary or Reidenbach Hall sound system. \$50/hour, \$250 minimum.

**Security Guard:** Required for all events where **any type of alcohol** will be consumed. \$35/hour.

**Outdoor Marquee:** \$50/week on Harrison Street side

*See the FCCO Rental Policies for further information.*