

LNPC Room Rental Information

5/17/2010

Room	Room Size	Maximum Number of People (Approximate)		Rental Fees (Note 1)				
		Conference/ Banquet	Auditorium	Church Event	Member-Sponsored		Non-Member	
					Room Fee	Set Up/ Take Down (If Req'd)	Room Fee	Set Up/ Take Down (If Req'd)
Gard Hall (Entire Room)	58' x 86'	400-450 (50 66" round tables)	700	NC	\$250	\$100	\$500 (Note 5)	\$100
Gard Hall (1/2)	58' x 44'	184	350	NC	\$150	\$75	\$300 (Note 5)	\$75
Gard Hall (1/4)	29' x 42'	88	150	NC	\$75	\$50	\$150	\$50
Library	19' x 23'	15	NA	NC	\$30	NA	\$100	NA
Conference Room	19' x 19'	20	NA	NC	\$30	NA	\$100	NA
Small Classroom Downstairs		15	NA	NC	\$30	NA	\$100	NA
Kitchen Use (see note 4)				NC	\$30 - \$100	NA	\$50 - \$150	NA
Sanctuary (Ministry- approved events)				NC	NC	NC	\$500 + Extras	\$75
Equipment								
TBD								

Notes:

1. Event Coordinator Fee is included in the Room Rental Fee (35% of Room Rental Fee).
2. Gard Hall Furniture: 35 66" round tables, 8 30"x96" rectangular tables, and 300 stackable ball room chairs.
3. Can seat 8 comfortably, 10 if necessary (not recommended) at a 66" round table
4. Fees will depend on the type of event and kitchen usage. LNPC must approve any caterer to be used.
5. A \$300 deposit is required for reserving 1/2 Gard Hall or all of Gard Hall. Refundable with more than 30 days cancellation.
6. Set up and take down service is optional. Renter is responsible for light cleaning of room and kitchen following event.
7. Events that go beyond 10:00 pm will incur an additional \$50 fee per hour.
8. Prohibited items: Smoking on church grounds, alcoholic beverages (except champagne toasts only in Gard Hall), illegal substances, glitter, confetti, rice, birdseed, smoke or fog devices, open-candle flame (subject to approval).
9. No wall decorations or anything that leaves permanent marks or damage, or anything in bad taste.