



HOST YOUR NEXT SPECIAL EVENT IN A BEAUTIFUL, WELCOMING SPACE!

Looking for the perfect place to **gather, celebrate, or connect?**
The **Episcopal Parish of Alton's** facilities provide a setting
that's comfortable, convenient, and affordable.

OUR FACILITIES ARE IDEAL FOR

- Wedding receptions
- Bridal & baby showers
- Anniversary celebrations
- Birthday parties
- Community meetings
- Workshops & seminars
- Family reunions

We are proud to open our doors to the community and provide
a space where meaningful moments can happen.

To ensure the proper care and respectful use of our facilities, the following guidelines have been established. We kindly ask all individuals and organizations to review these policies prior to submitting a request.

1. Social and charitable groups, excluding any political groups, may request to use the facilities.
2. Not for profit groups wishing to use the facilities on a regular basis for meetings may apply for a waiver of rental fees.
3. Any person or group hosting an activity where wine will be served within the buildings of the Parish of Alton must provide a copy of a rider insurance policy at their own expense. Other than beer and wine, no alcoholic beverage may be consumed on the property of the Episcopal Parish of Alton.
4. A representative of the requesting individual or organization must sign a facility use request.
5. All groups using the facilities must secure a sponsor from the Parish. The sponsor will be responsible for obtaining the key and ensuring that the facilities are properly opened and secured following the event. The Parish may assign a Sponsor if requested by the renter.
6. All requested dates are subject to the approval of the Rector.
7. Final approval of all facility use requests rests with the Rector and the Vestry.
8. A non-refundable deposit equal to fifty percent (50%) of the rental fee is required to reserve the space. The remaining balance is due on the day of the event.



WE HAVE A VARIETY OF SPACES TO SUIT YOUR NEEDS.

LOCATION	PUBLIC	PARISHIONER
St. Paul's Episcopal Church	\$250	\$100
Heneghan Hall	\$150	\$100
Heneghan Hall and Kitchen	\$200	\$100
Bridal Suite	\$100	\$50
Kitchen Only	\$100	\$50
Trinity Fellowship Hall	\$50	\$35
Trinity Chapel / Fellowship Hall	\$125	\$75
All Purpose Room Downstairs	\$50	Free with donation
Conference Room	\$25	Free with donation
Wedding - Church, Bridal Suite & All Purpose Room Downstairs	\$400	\$200

For funerals, there is no fee for the use of our church. However, fees do apply for the use of Heneghan Hall for both the public and parishioners.

There is an \$80 clean-up fee to be paid in advance of an event with use of St. Paul's Church, Heneghan Hall / Kitchen, and/or Trinity Chapel. Please do not leave any food in the kitchen.



As part of our ongoing commitment to serve,
we are delighted to open our doors
for gatherings. **Let us help you** create an
event that's **welcoming and memorable.**

We would love to talk to you!

For more information, a tour of our facilities,
or an application form, contact:



St. Paul's Episcopal Church

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Ask for Ann Bowen or Father Garron Daniels