

ST. TIMOTHY'S TERRACE USE AND FEES

There is a flat fee of \$500 for any event longer than one hour (but no longer than three hours) for church members, and \$700 for non members.

This fee includes preparation and use of the Terrace, set up of tables and folding chairs, buffet tables and either black or white table coverings, microphone and speaker, market umbrellas, propane gas heaters when indicated, and the services of the Sexton before, during and after the event.

The Terrace can seat 62 people using 8 tables under the awning and one additional table set up at the far end of the Terrace, covered with an umbrella, for a max of 70 people.

The far end of the Terrace has space for microphone use with speaker.

The breezeway has ample space for up to four buffet tables and room for one to two musicians.

The flow for the guests using the buffet tables works well using the ramp adjacent to the breezeway and Rose Garden.

Only designated personnel can extend or retract the awning using a specific pole that is designated for that purpose only.

The set up of tables, chairs, umbrellas, microphone and speaker, and propane gas heaters on the Terrace will be under the direction of the Rector, Jr. Warden, Sexton, Facility Coordinator or their designated personnel.

Nothing can be attached to the awning frame or on the adjacent wall of the parish.

No activities shall extend beyond 9:30PM

All music shall be kept at a reasonable and enjoyable sound level. No amplified music will be allowed.

Use of the kitchen area is only with permission and limited mainly for storage and refrigeration of a limited amount.

Champagne, beer, or wine is permitted; however, alternative non alcoholic beverages must be supplied along with food.

A fee for a brief event (up to one hour) such as a champagne and cake reception or appetizers while the wedding party is having pictures taken is \$250 for church members and \$400 for non-

members. This fee covers the use of the Terrace, limited kitchen use, tables with coverings and chairs up to 70 people. This fee does not include expenses related to food, drink, table flowers or centerpieces, and paper products or the like.

In all cases there is a separate contingency fee of \$120 which will be returned the first business day, provided all property and equipment is returned to its status prior to the start of the event. If there is more extensive damage, an additional amount will be necessary to cover the cost of repair or replacement.