

all angels' church

Space Rental Guide

Thank you for your interest in renting space at All Angels' Church. Below you will find a description of each of our available spaces and their hourly rental rates. Please note that all events also require an **\$25/hr security fee** for the duration of the event, plus at least 30 minutes before and after the event (more if set up or clean up is required by our security personnel). This fee covers the cost of having someone from our security staff at the door to monitor who is entering and exiting the building, for the safety and security of all involved.

If you would like to request a tour of the space, please contact Brit Matheson at brittany@allangelschurch.com or 917-671-0431.

First floor

Whiting Room: \$100/hr



Dimensions (Capacity): 20'x22' (30-40 people)

Furniture: 3 armchairs and 2 small sofas
Chairs from Palmer Hall available

Food and Drink: Not permitted

Air conditioning: Yes

Other: Palmer Hall and Whiting Room are attached by a single door and can be used in conjunction.

Palmer Hall: \$200/hr



Dimensions/Capacity: Fits 70-75 seated, or up to 100 standing

Furniture: 12 round tables (5' diameter), 85-100 chairs

Food and Drink: Permitted

Air Conditioning: Yes

Other: Palmer Hall and The Whiting Room are attached by a single door and can be used in conjunction. An attached pantry area can be rented for \$15/hr.

Second Floor

Chapel: \$200/hr or \$1000/day



Capacity: 200-225 people

Furniture: 200-225 wooden chairs

Food and Drink: Not permitted

Air Conditioning: Yes

Third Floor

Gallery: \$100/hr



Dimensions/Capacity: 14' x 30' (20-30 people)

Furniture: 20 chairs, 1-2 rectangular tables

Food and drink: Not permitted

Air Conditioning: Yes

Other: This space may not be available while gallery exhibits are on display.

Kitchenette: \$30/hr



Dimensions/Capacity: 2-3 people at a time

Furniture/ Appliances: Oven, stove, microwave and sink

Food and Drink: Permitted, but no food storage possible.

Air Conditioning: No

Other: Rented only in conjunction with gym or gallery. No supplies provided.

Fourth Floor

Gym: \$200/hr



Dimensions/Capacity: 30' x 110' (150 people seated)

Furniture: 2 long rectangular tables (6')
2 small rectangular tables (3')
25 standard chairs and 20 children's chairs

Food and Drink: Permitted

Air Conditioning: No

Other: Currently undergoing renovations.

Accessible only by stairs. Extra fee for additional furniture.

Basement

Youth Room: \$100/hr



Dimensions/Capacity: 25'x30' (20-30 people)

Furniture: Chairs from Palmer Hall available
2 rectangular tables (6')

Food and Drink: Permitted

Air Conditioning: Yes

Kitchen: \$60/hr



Appliances: Stove, oven, microwave, sink and prep table.

Food and Drink: Permitted, but no food storage possible.

Air Conditioning: No

Other: Rented only in conjunction with Whiting Room or Palmer Hall. No supplies provided. If cooking, an extra hourly fee applies for kitchen supervision (by an All

Angels' security staff member).



Space Rental FAQ's

1. What is the process for renting space here?

Please email the church Administrative and Operations Manager at brittany@allangelschurch.com, who can send you a rental request form. Fill that out with as much information as possible and return the form via email. We will get back to you within one week as to whether All Angels' can accommodate your rental at this time.

2. Do you rent space for weekly support groups or recurring monthly groups?

Yes. We already have a number of 12-step groups that meet in our facility on weekday evenings, so space is limited for other weekly groups (though there are some still available). We also host a few monthly or yearly groups. Please ask the staff assistant for more information about which days and times are currently open.

3. Do you charge for the spaces you rent out, even if it is for a nonprofit group?

Yes. Other than rentals for parishioners or for our partner organizations (with whom we have intentionally developed a working relationship over a long period of time), we do charge full price for all rentals. Any change to the price of rentals is at the Rector's discretion.

4. Are you open to allowing your space to be rented for films and film crews?

Yes. We have rented space out to many films and television shows, particularly as a holding/catering space.

5. Can I rent the kitchen to prep or store food for my event?

No. At this time we are unable to rent the kitchen out on its own for full use. We will allow it to be rented in conjunction with events in Palmer Hall, but we do require an additional per hour fee for someone on our staff to be present as kitchen supervision. We also do not have the capacity to store food or drinks prior to or during any events. We also cannot accept food, drinks, or other items that are delivered here prior to your event.

7. Do you allow alcohol to be served during events?

This depends on the type and location of event. In general, if food/drink are allowed in the space you are renting, then we do allow beer and wine to be served (no other alcohol, please). We ask, however, that your guests are respectful of the space and that you do not leave a mess behind (empty bottles, spilled beer, etc).

8. What time do evening rentals need to end?

All weekday rentals must end by 12am. Saturday night rentals must end by 11pm.

9. Do you have a projector and screen that I can rent? Do I need to bring my own laptop? Yes, we do rent out our projector and/or screen for a flat rate of \$25. However, we do NOT provide a laptop, so you will need to bring your own. We also suggest that you bring your own cord to connect the laptop to the projector (we do have cords, but they are not compatible with older PCs). We also rent out a portable sound system (which connects to an iPod, computer, or microphone) and rents at a flat rate of \$50.

10. Where are the bathrooms? Is there an elevator?

There are men's and women's restrooms located in the basement and on the third floor. There is a single-unit

bathroom in Palmer Hall. Unfortunately, our building does not have an elevator and is therefore only accessible by stairs.