

Moorings Presbyterian Church
2013 Master Schedule of Fees - Events

Rev. 1/7/2013

	Members	Non-Members	Not-For-Profit	Important Notes
Deposit*	Contact Church Office	\$500	\$500	Your event date will not be entered on the MPC calendar until security deposit is received. Fully refundable upon event completion, assuming no damages are incurred and event does not exceed allotted time on our campus.
Facility Coordinator*	Contact Church Office	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Presence of Facility Coordinator is mandatory at all weekend and certain evening events, to ensure that MPC is opened, cleaned, and locked properly. Also mandatory at events where alcohol is being served.
Administrative Fee	Contact Church Office	\$50	\$50	
Cleaning/Maintenance Crew*	\$200	\$200	\$200	Mandatory -- required for all events.
Crowd Control Mgr.*	\$50/hour	\$50/hour	\$50/hour	Mandatory -- per the City of Naples. See Notes below.
Sanctuary/Chapel (For Concerts and other Events. Wedding pricing separate.)				
Sanctuary	\$750	\$1,500	\$1,000	
Chapel	\$225	\$450	\$300	
Parlor	\$0	\$0	\$0	
Rehearsal in Sanctuary or Chapel	Contact Church Office	\$150/hour	\$100/hour	
Music Center	Contact Church Office	\$50/hour	\$50/hour	
Courtyard	Contact Church Office	\$150	\$150	
Sound System Technician (For Events in All Locations.)				
Sound System Technician	Separate pricing.	Separate pricing.	Separate pricing.	Pricing to be discussed directly with the AV team.
Moss Hall				
Section A (South)	\$350	\$700	\$500	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Section B (Center) Includes stage area	\$400	\$800	\$600	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Section C (North)	\$350	\$700	\$500	Cost includes chair and table rental. Set-up/break-down of chairs and tables is a separate fee--see below.
Set-Up/Break-Down*	Contact Church Office	\$50/hr. (3 hr. minimum)	\$50/hr. (3 hr. minimum)	Mandatory fee -- includes table(s), chair(s), and dance floor set-up and break-down.
Dance Floor Rental	Contact Church Office	\$300	\$300	
Classroom Rental	Contact Church Office	\$30/hour	\$30/hour	
Boardroom Rental	Contact Church Office	\$30/hour	\$30/hour	
Kitchen				
Kitchen Usage	Contact Church Office	\$300	\$300	
Kitchen Coordinator*	Contact Church Office	\$50/hr. (3 hour minimum)	\$50/hr. (3 hr. minimum)	Kitchen Coordinator is mandatory , if outside caterer other than our approved caterer is used, and includes setting of tables with place settings and linens.
Dishwasher*	Contact Church Office	\$15/hour	\$15/hour	Mandatory if outside caterer other than our approved caterer is used, or if church place settings are used. More than one dishwasher may be necessary for very large events.
Baker Center Gym and Christian Education Building				
Gym	Contact Church Office	\$25/hour	\$25/hour	
Conference Center	Contact Church Office	\$150	\$150	
Meeting Rooms (CEB)	Contact Church Office	\$30/hour	\$30/hour	

- 1) Moorings Presbyterian Church shall have the authority to reduce or waive fees at their discretion.
- 2) Moorings Presbyterian Church group functions are not held to the stated Schedule of Fees.
- 3) Musicians are available. Fees to be determined.
- 4) Pricing subject to change.
- 5) For funerals (Member or Non-member) - no charge for use of Sanctuary, Chapel, or Parlor. Donations accepted for use of facilities. Honorariums accepted for Minister and Organist.
- 6) Per City of Naples, a Certified Crowd Control Manager (CCCM) must be present at all functions with 50+ persons in attendance, as follows:
 50-250=1 CCCM, 250-500=2 CCCMs, Every 250 additional persons=1 additional CCCM. Group may use their own Certified members, if possible. CCCM will be provided by Moorings Presbyterian Church if needed.
- 7) Moorings Presbyterian Church has the right to cancel any event and refund/return checks prior to an event if management feels the event is not consistent with the rules of the church.
- 8) Usage cost for linens, place settings, coffee and juices will be determined by management.