



EVENT-VENUE

Rental Guide

CONCERTS * MEETINGS * RECEPTIONS * SPECIAL EVENTS



Moorings Presbyterian Church
791 Harbour Drive
Naples, FL 34103

For More Information Contact:
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Supervisor of Facilities & Event Operations
239-213-5241
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MOORINGS PRESBYTERIAN CHURCH

PRICING GUIDE



SANCTUARY

8,925 SQ.FT.

Seating for 750 People
Concert-Style Acoustics
Audio/Visual &
Livestream Equipped
Projector Setup Available
Rent the Fazioli Concert
Piano & Pipe Organ

 **\$1700**



CHAPEL

1,200 SQ.FT.

Seating for 90 People
Raised Stage
Perfect Setting for Smaller
Intiment Weddings
Speaker-style Acoustics
Smart TV for Presentations
Rent the Piano or Organ

 **\$500**



PARLOR

900 SQ.FT.

Seating for 20 People
Perfect for Bridal Suite or
Small Group Meetings
Comfortable Couch &
Chairs
Private Bathroom and
Kitchnette
Smart TV Setup Available

 **\$100**





MOORINGS PRESBYTERIAN CHURCH

PRICING GUIDE



MOSS HALL

5,250 SQ.FT.

Three Sections to Accomodate:
Seating for up to 300 sit-down dinner
500 reception
Raised Stage
Optional Dance Floor
Speaker-style Acoustics
Smart TV for Presentations
Rent the Yamaha Piano

 **\$1800**
OR \$600 PER SECTION



BOARDROOM

450 SQ.FT.

Seating for 12 People
Boardroom Table
Rolling Executive Chairs
Smart TV for Presentations
Rentable by the Hour

 **\$60/HR**



CLASSROOM A & B

1,320 SQ.FT.

Two Sections to Accomodate:
Seating for up to 60 People Theater Style
Speaker-Style Acoustics
Audio Equipped
Smart TV Setup Available
Classroom Style Tables
Rentable by the Hour

 **\$100/HR**
OR \$50 PER SECTION





MOORINGS PRESBYTERIAN CHURCH

PRICING GUIDE



COURTYARD

3,329 SQ.FT.

Space for 500 People
Perfect Reception Space
Patio Umbrellas
High Bar Tables
Portable Microphone
Available
Lighting

\$300



CROFTS MUSIC CENTER

1,233 SQ.FT.

Seating for 75 People
Raised Theater Seating
Perfect for Choirs, Bands,
or Recitals
Concert-style Acoustics
Rent the Steinway Piano or
Drum Kit

\$100/HR



BAKER CENTER GYM

4,125 SQ.FT.

Rubber Gym Floor
Basketball Hoops
Volleyball Nets
Can Accomodate 190
people at 8ft Tables
Rentable by the Hour

\$60/HR



MOORINGS PRESBYTERIAN CHURCH FEES

PRICE LIST

Other Fees

SECURITY DEPOSIT	\$500
CHURCH COORDINATOR	\$75/HR
CROWD CONTROL	\$75/HR
DISHWASHER	\$75/HR
KITCHEN USAGE	\$500
LINEN RENTAL	\$15 PER CLOTH
DANCE FLOOR	\$400
REFRESHMENT FEE	\$5 PP
SET UP / BREAKDOWN / CLEANING FEE	RATES VARY PER SPACE

Audio Visual

AV TECHNICIAN	\$100/HR
LIVE STREAMING	\$300
FLASHDRIVE RECORDING	\$75
SMART TV W/ HDMI PORT	\$75
PROJECTOR (SANCTUARY ONLY)	\$75
PIANO / ORGAN RENTAL	\$400
PIANO TUNING	\$400



FACILITY GUIDELINES FOR RENTAL



Event Request Form

The Moorings Presbyterian Church (MPC) Sanctuary, Chapel, Moss Hall, Baker Center and Christian Education Building are available for rental to members of the church, MPC committees, groups and organizations, and community groups. Our programs and facilities are an extension of the total ministry of the Moorings Presbyterian Church.

Priority for facilities use will be given in the following manner:

- 1)MPC programs, ministries.
- 2)Any member of MPC with a completed Event Request Form/Application.
- 3)Any organization or group associated with MPC with a completed Event Request Form/Application.
- 4)Any outside non-profit organization with a completed Event Request Form Application.
- 5)Any other group or organization with a completed Event Request Form Application.
- All requests for the facilities within the MPC campus will be made through the Supervisor of Facilities by completing the Event Request Form/Application a minimum of ten (10) days before the requested event. Any requests for the Sanctuary will be coordinated through the Supervisor of Facilities in cooperation with the Director of Music.

Facility Rental Rates

Upon date approval, a completed Event Request Form/Application and rental agreement must be submitted to the Supervisor of Facilities , along with Security Deposit in order to secure a date.

- By completing the Event Request Form/Application and rental agreement, renter agrees to the terms and conditions outlined in the Rental Policies & Guidelines handbook.
- MPC members may rent the facility on behalf of an organization of which they are a member, but organization will be charged the full rental fee (not member rate).
- MPC staff members can rent the facility free of charge, as space is available (up to 9 months before event) and within reason. Fees to cover fixed costs may be incurred.
- Rates For Weddings, Wedding Rehearsals, and Funerals, the rental fee of the Sanctuary or Chapel shall be waived for Moorings Presbyterian Church members and their immediate families. However, donations are accepted for the use of the facility. Moss Hall rates will apply for Weddings, no cost for Funerals. Other fees which may apply are listed below.

Hours of Operation

MPC business hours are 8:30 a.m. to 5 p.m. Monday through Friday. These hours of operation are subject to change to accommodate special events and holidays.

Any After Business hour events will incur additional "Church Coordinator Fees".





FACILITY GUIDELINES FOR RENTAL

General Rules

- Christian conduct and appropriate dress is expected of all persons using the MPC facilities.
- An adult must supervise all children at all times in all MPC facilities.
- MPC is a smoke-free campus and, therefore, all forms of smoking are prohibited.
- Those persons and/or organizations using the facilities are responsible for and must leave the premises in the same condition it was found. All decorations must be removed. No nails, screws, hooks, tape or any other material that can damage the walls, ceilings or floors, can be used. Groups not abiding by these General Rules under the MPC Guidelines Regarding Use of Facilities, will lose their use privilege and will forfeit the security deposit.
- A MPC representative will determine if the individual, organization or catering service has met the obligation to clean all areas at the end of each event. If the facilities are not cleaned and/or there are damages that exceed the amount paid for a security deposit, you will be charged the additional cost incurred.

Scheduling and Fees

Any use of MPC facilities must be scheduled in advance with the Supervisor of Facilities.

All event requests submitted to the Supervisor of Facilities will be reviewed for approval during a meeting of staff, usually held weekly based upon management availability.

Events may be scheduled up to one year in advance.

In the event of schedule conflicts, priority will be given to MPC programs, members and groups, as outlined in the Facility Guidelines for Rentals.

MPC staff members can rent the facility free of charge, as space is available (up to 9 months before event) and within reason. Fees to cover costs may be incurred.

A security deposit is required for all events. The security deposit is to be made at the time the facility is reserved, and must be accompanied by a signed application and contract. The space will not be reserved without a security deposit. The security deposit is fully refundable upon event completion, assuming no damages are incurred and event does not exceed agreed upon time on our campus.

Events may be cancelled without forfeiting the entire deposit up to fourteen (14) days prior to the scheduled event. Any cancellation occurring less than fourteen (14) days prior to a scheduled event, will forfeit 50% of the security deposit. Cancellations within 48 hours forfeit the full deposit.

Full payment must be received by the Supervisor of Facilities fourteen (14) days prior to all scheduled events, unless another payment arrangement is approved.





FACILITY GUIDELINES FOR RENTAL

Food Catering & Alcoholic Beverages

Food and drink are not permitted outside the Moss Hall main dining room and kitchen area except by special arrangement. Events that require the serving of food and beverages outside the Moss Hall main dining room are subject to special restrictions and require prior agreement, as detailed later in this document.

Alcoholic beverages may be served with the following conditions:

Prior approval to serve alcoholic beverages at an event on the MPC campus must be obtained by the Supervisor of Facilities. MPC has the right to authorize or deny the use of alcoholic beverages for any event.

All alcoholic beverages must be served by an MPC-approved caterer with a full liquor license, regardless of the size of the event. All caterers hired for MPC events must carry full general liability insurance for a minimum of \$1,000,000; and provide limited liability policy naming MPC; current food service license; and alcohol license.

All alcoholic beverages must be poured by the approved caterer. All alcoholic beverages, must be poured into cups and glasses from a bottle. No cans or bottles will be given out to guests at any event.

The use of a cash bar will be up to the discretion of the facility user and approved and insured caterer, and they will be responsible for the handling of ticket sales.

All alcoholic beverages must be consumed in Moss Hall only.

All alcoholic beverages NOT consumed at the conclusion of any event, **MUST BE REMOVED FROM THE MOORINGS PRESBYTERIAN CAMPUS.**

No alcoholic beverages will be served after thirty (30) minutes prior to the conclusion of any event. Events must end no later than 11 p.m. Events extending beyond time will be charged an additional \$150 per hour for the extra time.

Caterers will be responsible for all set-up and clean-up.

Church Coordinator is required for any event that is serving alcoholic beverages, or any non-member event with more than 50 guests, with or without alcoholic beverages being served. Church coordinator must be hired through MPC.

Moorings Presbyterian Church does not condone the excessive use of alcoholic beverages anywhere on the church campus.

- Each group or organization must identify a Group Representative who will sign the contract. The Group Representative, along with the caterer, are responsible for the contracted area(s), even when a MPC Facilities Coordinator and/or security personnel are present.
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FACILITY GUIDELINES FOR RENTAL

Kitchen

The MPC Kitchen is to be used only by approved caterers, staff, and members. The MPC Kitchen will not be available for use to groups without the presence of an MPC approved, insured caterer. The serving vestibule area outside the Kitchen, near Sections B and C (south and center) of Moss Hall, is available for use during events. Use of coffee/tea/juice machines by outside groups requires management approval, and fees may be incurred.

MPC committees, organizations and groups using the kitchen facilities and dishware are required to adhere to the following rules:

Food storage, both cold and dry, is permitted, but labeling of committee, group or organization is required and food must be removed at completion of event.

Clean-up may be performed by the committee, group or organization. However, if additional clean-up is required, the costs will be billed to the Group Representative.

Laundrying linens or towels is a requirement for all events. The church has a clothes washer and dryer.

Members of MPC and Community Groups:

***Food storage, both cold and dry, is permitted, available, but special arrangements are required. *When special pre-event deliveries are expected, arrangements must be made with the Supervisor of Facilities.**

***Kitchen usage requires training prior to event.**

- Caterers must provide fourteen (14) days prior to an event: a copy of their liquor license and general liability coverage, with a minimum of \$1,000,000, compensation coverage, and a copy of the Worker's Compensation Policy covering all employees. All license and insurance documents must be approved by the Supervisor of Facilities.

- The cost of any paper products, coffee or juice products will be charged to the committees, groups or organizations using the facility. The cost will be determined by the number of people at the event.



FACILITY GUIDELINES FOR RENTAL

Other Rental Details

The Church Coordinator is responsible for opening and closing the facility, basic AV (mics, screen), cleaning, and other duties as needed. Church Coordinator is also a Certified Crowd Control Manager for groups of 50-250 (see below).

- AV needs require a MPC technician for a fee.
- Linen rentals can be handled through the MPC approved caterer who is handling event.
- Usage costs for place settings, coffee and juices, if desired will be determined by management on a per event basis.
- For funerals (member or non-member) there is no charge for usage of Sanctuary or Chapel. Donations are accepted for use of facilities. Honorariums accepted for Pastor and Organist.
- The MPC 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.
- MPC shall have the authority to reduce or waive fees at their discretion. Pricing subject to change.

Crowd Control

The City of Naples has mandated that Moorings Presbyterian Church is required to have Certified Crowd Control Manager(s) present at all functions where 50 or more people will be present. The Crowd Control Manager (CCCM) duties will include pointing out the emergency exits, and assisting should an emergency arise. According to the city, Crowd Control Managers are required as follows:

50 – 250 persons — 1 crowd manager
251-500 persons — 2 crowd managers
Every 250 additional persons — 1 more crowd manager

All MPC Church Coordinators will have their Crowd Control Certification, and will represent MPC in this capacity for events with 50-250 people.

Outside organizations who have certified members (strongly encouraged by MPC) must provide copies of current, valid member certification cards to the Facilities Supervisor prior to their event in order to not have to pay to have a Crowd Control Manager on-site at their event. These cards will be kept on file in the church office. For more information on how to get certification, Crowd Control Training and Certification classes are available through the City of Naples. Please contact Dave Raub, Naples Fire-Rescue, at (239) 213-4916 or draub@naplesgov.com.



FACILITY GUIDELINES FOR RENTAL

Insurance

Insurance Requirements for Business Rental

The Renter must provide a Certificate of Insurance for bodily injury and property damage liability, as described below.

Indemnification, Hold Harmless Agreement, and Insurance Requirements for Business Rental:

Renter shall provide written evidence of Liability Insurance to Moorings Presbyterian Church prior to the usage of the facility. Liability Insurance should be provided through a Commercial General Liability (CGL) policy with a Limit of Liability not less than \$1,000,000 Each Occurrence and \$2,000,000 Policy Aggregate; Workers Compensation Insurance with statutory limits and Employers Liability of at least \$500,000 Each Accident, \$500,000 per policy for disease; and Commercial Automobile Liability including owned, hired automobile bodily injury and property damage liability in an amount of at least \$1,000,000 Combined Single Limit. Acceptable evidence of liability insurance from the Renter should be in the form of an original Certificate of Insurance including a Waiver of Subrogation Clause in favor of Moorings Presbyterian Church on all policies, and Moorings Presbyterian Church shall be named as an Additional Insured on a Primary and Non-Contributory basis using an ISO standard endorsement on the CGL and Commercial Automobile Liability policies. Alcohol may only be served by a vendor licensed and insured to provide that service. A certificate of insurance from all Vendors is required evidencing Liquor Liability (where applicable) and all other required insurance coverages.

Insurance Requirements for Individual Rental

The Renter must provide a copy of their Homeowners Declaration Page evidencing bodily injury and property damage liability, as described below.

Indemnification, Hold Harmless Agreement, and Insurance Requirements for Individual Rental:

Renter shall provide written evidence of Liability Insurance to Moorings Presbyterian Church prior to the usage of the facility. Liability Insurance should be provided through a Homeowners or Umbrella Liability Insurance policy. The Limit of Liability shall be not less than \$300,000 Each Occurrence. Acceptable evidence of liability insurance from the Renter should be in the form of a copy of the Homeowners or Umbrella Liability Declarations Page. Alcohol may only be served by a vendor licensed and insured to provide that service. A certificate of insurance from all Vendors is required evidencing Liquor Liability (where applicable) and all other required insurance coverages.

NOTES

Event: _____

Date: _____

Upcoming Dates

_____	_____
_____	_____
_____	_____
_____	_____

Items

Follow up

