



All Souls Church
 Unitarian Universalist
 196 Elm Street, P.O. Box 850219
 Braintree, Massachusetts 02185
 781-843-1388 allsoulsbraintree.org

Building Use Request Form

Name of Individuals or Organization and Contact Person responsible for rental:

E-mail address: _____

Mailing address: _____
 Street City State Zip code

Contact phone number(s): _____

Space Requested: Sanctuary: _____ Elliott Room (small meeting room): _____

Parish Hall: _____ Parish Hall with Kitchen: _____ (hall with kitchen is required for parties and receptions)

Purpose of Rental: _____

Date(s) and Time(s) of Use: _____ Number of Anticipated Guests/Attendees: _____

Signature of Renter Responsible for Rental _____

PARISH HALL: \$75 per hour; 2-hour minimum, for meetings, workshops with chairs and tables. No kitchen use. _

***PARISH HALL with KITCHEN USE: \$150 per hour, 3-hour minimum 3 hours at \$450, 4 hours at \$600**

RECEPTIONS following WEDDINGS, FUNERALS, MEMORIAL SERVICES, and PRIVATE PARTIES must choose the option of Hall with Kitchen Use

The Parish Hall accommodates table seating for 80. Tables (banquet sized, rectangular) and folding chairs are available for your exclusive use and are included in the rental fee by prior arrangement. We do not have table linens, cloths or napkins. Decorations may be hung using painter's tape, no nails, tacks or pushpins. The kitchen and parish hall are to be cleared of trash and décor by the renter. All leftover food must be removed from the building by the renter at the end of the event. There is a dumpster located in the church parking lot. Outside caterers must be licensed with the town of Braintree by town law. Serving liquor requires the use of a licensed bartender; and prior approval from the Board of Trustees at All Souls Church must be obtained. We do not have a sound system; renters may provide their own.

ELLIOTT ROOM (small meeting room): \$50 per hour - Can accommodate up to 12 people seated at tables (no food).

SANCTUARY: \$750.00 per event. Seats 180. This fee includes one rehearsal or walk-through, and custodial services fee. The custodian will unlock and secure the building before and after the event and be your contact person throughout your event. Floral delivery must be coordinated with the custodian.

The building has an accessible entrance with ramp on the Charles Street side of the building; we have two single-stall, all-gender restrooms, one of which is ADA compliant with a baby changing station. The Parish Hall, Sanctuary, and Elliott Room are accessible. **The building is not air-conditioned.**

MINISTER SERVICES: We can give you a list of ministers who may be available.

MUSIC: Our Music Director is available by private arrangement with him per event, paid directly to him.

A \$100 deposit must accompany this request form in order to reserve the space. The balance is due two weeks before the scheduled building use for all events. \$35 fee for returned checks.

Aisle Runners – available from florists – you need approximately 58 feet.

Please complete and sign form and make checks payable to:

All Souls Church of Braintree
 P.O. Box 850219 Braintree, MA 02185