
Trinity Episcopal Church Great Hall Use Fee Schedule and Conditions

	Trinity Contributor/Staff	Non- Contributor
¹Hall Use (Day):	\$ 125.00	\$ 250.00
¹Hall Use (Evening):	300.00	750.00
Wedding Reception:	1,000.00	2,000.00
²Refundable Security Deposit:	250.00	250.00
Garden Use (add)	125.00	125.00

1. Hall use fee includes the assistance of an Event Coordinator.
 2. Deposit is refunded per instruction of the Event Coordinator following facility inspection for cleaning and insuring no damage has occurred. Deposit is not refunded in the event of cancellation.
- * Great Hall Use: Wedding receptions, bridesmaid parties, civic or business meetings, social parties and special events.
 - * Prices include use of the Great Hall, cloister garden, parking lot, and catering kitchen (other charges may apply).
 - * Daytime Hours = (8:30 a.m. – 4:00 p.m.) Evening Hours = (4:30 p.m. – midnight)
 - * Cleaning Requirements:
 - A. Renter
 - i. Gather trash in central location, clean Trinity tables and chairs and clean catering kitchen
 - ii. Remove decorations
 - iii. Place rented items together in central location for pick-up (See Event Coordinator for instructions)
 - B. Trinity
 - i. Clean floors
 - ii. Take trash to exterior garbage bins
 - iii. Set-up tables and chairs in normal configuration
 - * Complementary Available to Use: Seven wooden round tables (42 seats), five wooden square tables (20 seats), twelve round folding tables (95 seats), three square folding tables (24 seats), sixty-two wooden chairs, 50 chapel chairs; eight serving tables. Additional tables and chairs and all table settings and linen is supplied by the Renter. Trinity can provide PA system and podium for meeting and assemblies. Renter is responsible for any additional A/V equipment.
 - * Renter is responsible for any additional table or chair rental not provided by Trinity.
 - * Trinity staff will set-up Trinity provided tables and chairs per requested configuration of Renter.
 - * The entire Trinity campus (interior and exterior) is a **NO SMOKING** area.
 - * Capacity: Great Hall seating capacity is 250; Cocktail party or assembly seating is 325; Cloister Garden seating capacity is 125.
 - * Lighting: Consult Event Coordinator for instructions on the use of the Great Hall dimmable lights or other lighting requests.
 - * Security: Security personnel is provided at no additional charge to Renter.
 - * Deliveries: Arrangements must be made with the Event Coordinator for deliveries.
 - * Kitchen: A catering kitchen without cooking facilities is available.
 - * Restrooms: Men's and Women's restrooms are located near the Great Hall.
 - * Parking: The Trinity parking lot adjacent to the church can accommodate 115 cars.
 - * Beer and/or wine may be served in the Great Hall and Cloister Garden but cannot be sold. No person under 21 years of age may be served, possess or consume alcoholic beverages.
 - * All decorations and other materials must be approved in advance by the Event Coordinator.
 - * Facility use payment must be made in full prior to scheduled event.
 - * Facility use subject to availability.
 - * Planning Information: Contact parish secretary Jan Schneider at 582-4128 ext 112 or jschneider@trinitytulsa.org.