

Unitarian Universalist Church of Berkeley

1 Lawson Road, Kensington, CA 94707 PH: 510.525.0391

Rental Rates (2 hour minimum per room)

DESCRIPTION	HOURLY RATE	Capacities	Standing	Seated (theater style)	Seated (at-table)
Sanctuary	\$300.00/hour	Sanctuary		450	
Atrium	\$250.00/hour	Atrium	200	175	130
Terrace	\$100.00/hour	Terrace	175	130	70
Social Hall	\$175.00/hour	Social Hall	250	238	220
Fireside Room	\$160.00/hour	Fireside Room	100	72	50
Kitchen *	\$80.00/hour				

* Minimal use of the Kitchen is available for flat rate of \$150.00.

Additional items available for rent:

Multi Media Equipment	Fee	Sound System Extras:	Fee
Sanctuary Projection Screen	25.00	Handheld wireless microphone	40.00
LCD Projector	45.00	Lavalier wireless microphone	40.00
Light Board	45.00	Sound system (Social Hall)	45.00
Sound or Light Operator	90.00	2 portable speakers	75.00
		4 portable speakers	125.00
Facilities Staff			
Hourly rate	25.00		
Musicians and Instruments	Fee	Security Deposits	Fee
Organ Use with Principal Organist, Wedding **	275.00	Groups up to 100	250.00
Organ Use with Principal Organist, Memorial Service	225.00	Groups of 100 to 200	500.00
Piano Use (without Principal Organist)	100.00	Groups of 200 to 300	750.00
Organ Use (without Principal Organist)	100.00		
Piano Tuning	100.00	Groups over 300	(see below)

** Includes a meeting with Principal Organist regarding choices of music.

UUCB's AGO (American Guild of Organists) Certified Organist retains first right of refusal on all requirements for a keyboardist during services or ceremonies. If you retain a keyboardist other than our principal organist for your ceremony or service and the principal organist is available, you will be required to pay a \$100.00 bench fee. The bench fee also applies if you plan to use pre-recorded music.

A Facilities Staff Member is required on site for every rental event. Charges: \$25 per hour; 1 staff person up to 100 guests; 2 staff persons up to 300 guests, 3 staff persons up to 400 guests. Contact the Rental Manager for groups of 300+ attendees.

SECURITY DEPOSIT: Initial Security Deposit is \$250.00 and will hold your date. Additional Security Deposit fees may be required based on the number of attendees and type of event, and/or if using a caterer not on our Preferred Caterers List or if self-catering. Security Deposits are fully refundable providing the facilities are left in clean condition and rental hours do not extend beyond those stipulated in the rental agreement. Deposits are refunded within two weeks of date of event.

RESTRICTIONS AND ADDITIONAL CHARGES:

- **Day-of-Event Liability Insurance is required for all rental events.** Amount: \$1,000,000 coverage with Unitarian Universalist Church of Berkeley named as additional insured. The Certificate of Insurance must be presented at contract signing.
- **NO HARD ALCOHOL is permitted on the premises.** You may serve beer, wine and champagne.
- Smoking is limited to the south side of the main entry or on the Terrace. Ashtrays are provided for your convenience. Smoking debris found elsewhere will affect your Security Deposit.
- Fees are subject to change without notice.