



## *Party Rental Fees*

### BASIC PARTY PACKAGE — \$425.00

Includes the following:

- ◆ Coordination with WPC Event Manager
- ◆ Use of Boulder Hall for 3 consecutive hours\*\*
- ◆ Tables & chairs will be pre-set for your party
- ◆ Free parking in the WPC lots
- ◆ Liability insurance policy
- ◆ Client's choice of caterer (\*see clause on Catering, page 8)

\*\*The Basic Package does not include use of the kitchen for storing, cooking or warming food, or use of any dishware or utensils.

Audio/Visual technicians and equipment: Additional \$100/hour

Depending on the scope of the event, the expertise of a professional event coordinator may be required. This would be determined during Client's meeting with WPC Event Manager. Clients will be contacted independently by an approved specialist; fees for this service are independent of this contract.

### ENHANCED PARTY PACKAGE — \$925-\$1,125

Includes the following:

- ◆ Coordination with WPC Event Manager
- ◆ Use of Boulder Hall and Boulder Patio for 5 consecutive hours
- ◆ Use of Boulder Hall kitchen (per guidelines on pages 7-8 of this agreement)
- ◆ A/V tech on site for 2 hours, plus use of WPC equipment
- ◆ Tables and chairs will be pre-set for your party
- ◆ Free parking in WPC lots
- ◆ Liability insurance policy
- ◆ Client's choice of caterer (\*see clause on catering, page 8)

Depending on the scope of the event, the expertise of a professional event coordinator may be required. This would be determined during Client's meeting with WPC Event Manager. Clients will be contacted independently by an approved specialist; fees for this service are independent of contracted fees from *Events at Westminster*.



## *Weddings*

Whether you're planning an intimate ceremony or a larger celebration and reception, *Events at Westminster* will make your dreams come true. Wedding packages are created to suit every individual's needs. Here are some examples to consider:

LET'S ELOPE! - \$300 (10 guests or fewer)

WPC's pastor will officiate your ceremony in our lovely, Pacific Northwest-inspired sanctuary. Or if the Oregon weather permits, one of our patios could also be ideal. Celebrate with cake and punch (provided by client) following the ceremony.

AN INTIMATE WEDDING- \$900+ (50 guests or fewer)

This package includes:

- ◆ Coordination with WPC Event Manager
- ◆ WPC's Pastor will officiate, or you may invite a guest officiant upon WPC approval
- ◆ One-hour wedding rehearsal the day before
- ◆ 3 hour block of time in the church on the wedding day.
- ◆ Host on-site to answer questions and assist with details
- ◆ Ceremony in Westminster's beautiful Pacific Northwest-inspired Sanctuary
- ◆ Audio Visual tech (and equipment) during ceremony for sound, recorded music, etc.
- ◆ Upon request, wedding can be streamed on YouTube
- ◆ Photos on property
- ◆ Free parking in WPC lots
- ◆ Use of Bride and Groom dressing spaces
- ◆ Liability insurance policy

Consider Adding:

Professional pianist/organist—\$200

Use of Boulder Hall for a one-hour cake & punch reception - \$150

LARGE WEDDING AND RECEPTION (maximum 175 people) - \$1500+

This event will be carefully crafted to create a beautiful experience. The expertise of a skilled event coordinator will be required, as determined during Client's meeting with WPC Event Manager. Clients will be contacted independently by an approved specialist; fees for this service are independent of contracted fees from *Events at Westminster*.



## *Memorials*

Planning a memorial celebration can feel overwhelming. One of our experienced event managers will help you create a lovely service to remember.

A LIFE REMEMBRANCE (50 guests or fewer) - \$750

This package includes:

- ◆ Coordination with WPC Event Manager
- ◆ 3 hour block of time in the church on the day of the memorial
- ◆ Use of Westminster's beautiful Pacific Northwest-inspired Sanctuary for the service
- ◆ Event Manager on-site to answer questions and assist with details
- ◆ Audio Visual tech (and equipment) during ceremony for sound, videos, recorded music, etc.
- ◆ Upon request, wedding can be streamed on YouTube
- ◆ Use of Boulder Hall for a modest reception (cookies and coffee or punch) provided by client
- ◆ Use of tables and chairs, plus set-up prior to service
- ◆ Free parking in WPC lots
- ◆ Use of a private family room prior to service
- ◆ Liability insurance policy

\*\*This Package does not include use of the kitchen for storing, cooking or warming food, or use of any dishware or utensils.

Consider Adding:

Officiating by Westminster's Pastor Kelly Wadsworth—Sliding Scale (\$50-\$300, pay as you can)

Professional pianist/organist—\$200

Memorial Service programs— \$150

LARGE CELEBRATION OF LIFE (maximum 175 people) - \$1500+

This event will be carefully crafted to create a beautiful experience. The expertise of a skilled event coordinator will likely be required, as determined during Client's meeting with WPC Event Manager. Clients will be contacted independently by an approved specialist; fees for this service are independent of contracted fees from *Events at Westminster*.



## *Meetings & Conferences*

Hold your next meeting or conference at Westminster Presbyterian Church (WPC)!

Amenities include:

- ◆ Coordination with WPC Event Manager
- ◆ Use of tables & chairs
- ◆ Pre-set of tables, chairs and equipment prior to meeting
- ◆ Free parking in the WPC lots
- ◆ WiFi
- ◆ A/V tech available for additional fee
- ◆ Liability insurance policy

We have several meeting spaces to choose from:

<b>ROOM</b>	<b>CAPACITY</b>	<b>RENTAL FEE</b>
Boulder Hall or Sanctuary	Max. 175	\$200 for 3 hours
Russell Hall	Max. 75	\$50 per hour
Eastminster	Max. 12	\$50 per hour

### ADDITIONAL FEES:

- ◆ \$75 custodial fee for meetings longer than 3 hours.
- ◆ Fees for all-day or multi-day conferences will be determined on an individual basis, and will include a liability policy, procured by WPC.

### NON-PROFITS:

It's our desire that the property and facilities God has entrusted to Westminster be used to bless and serve our community. Non-profit organizations are welcome to meet at WPC for a much reduced fee. Please contact us for more information.