



# Room Reservation and Rental Form

All prices and room availability listed are current through December 2022.

Queen Anne Baptist Church is located in Upper Queen Anne, steps away from fine dining and caterers, minutes from the Space Needle and Kerry Park. Our nearly 100 year old building has a variety of spaces available for small groups to rent for events.

## BEFORE SENDING IN THIS FORM:

Please contact [admin@queenannebaptist.org](mailto:admin@queenannebaptist.org) for availability.

This reservation is not valid until the event has been approved of by the staff of Queen Anne Baptist Church.

Please print, fill out, and return to [admin@queenannebaptist.org](mailto:admin@queenannebaptist.org) once your event has been approved.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

Please check the boxes below for which facilities you would like to use.

- |   |  |
|---|--|
| <input type="checkbox"/> Sanctuary                            | \$500 (3 hour use)                       |
| <input type="checkbox"/> Chapel                               | \$200 (3 hour use)                       |
| <input type="checkbox"/> Parlor and Parlor Kitchen (seats 50) | \$50 per hour (max 4 hours)              |
| <input type="checkbox"/> Conference Room*                     | \$50 per hour, \$25 each additional hour |

\*Custodial services are waived for the Conference Room as long as the room is cleaned and left in the same condition it was found in.

Custodial Services\* (all room rentals except Conference Room) \$75

Expectation for all parties is that tables are cleared and trash/recycling/compost placed in receptacles at the end of the event.

**A \$50 non-refundable deposit is required to hold the space for your event. This will be subtracted from the amount due on your invoice. An invoice will be sent to the contact person to be paid one (1) week prior to the event taking place.**

**No smoking or alcoholic beverages are allowed in the building.**

A staff member or volunteer from Queen Anne Baptist Church will be on-site during your event.

Any property left on site from the rehearsal is the responsibility of the event party, not the church, to secure. The church holds no responsibility for lost or stolen property of the event party.

Any damage to the building, furniture, or other damages incurred during use by this organization will be the responsibility of the renting organization and may result in additional fees. Any use of the building beyond the time agreed upon, after five minutes past agreed end time, will result in another hour of facility charges.

By signing below, I agree to pay the fees outlined above prior to the event one week before the event date. I also agree to abide by the guidelines of Queen Anne Baptist Church in regards to cleaning, property responsibility, and damages.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fees Due One (1) Week Before Event (-\$50 deposit): \_\_\_\_\_

Fees may be paid by check to Queen Anne Baptist Church, 2011 1<sup>st</sup> Ave. North, Seattle, WA 98109.

Please write "(Organization Name) Event, (Date)" in the memo line.

Or via our PayPal link, <https://www.queenannebaptist.org/give.html>.

Please add "(Organization Name) Event, (Date)" in the comment line.