

Fee Schedule St. James Village Hall

Full Day	\$900
Half Day (4 hrs)	+\$500
Night Before a Full or Half Day	\$150
Full Day and Half Day Preceding	\$1,400
Hourly Rate	
Weekend	\$150
Weekday	\$50
Instruction/Educational Use	
Weekend (hourly)*	\$ 75 / hr.
Weekday (hourly)	\$ 30 / hr.

*Full and Half Day users have precedence

*Discount available for local non-profit organizations and St. James Parishioners, except for Weddings and Instruction/Educational use

*Occupancy: standing 250, seated 125

*Available to use in "as is" condition:

19 Plastic Top Tables 30" x 72" and 96 Metal Chairs * Includes access to Kitchen. * Includes handicap access.

- (1) 50% deposit required at the time of application to hold the date. Balance due 14 days prior to event.
- (2) User may contract with the Sexton for any desired set-up or clean-up services. If clean up needs to be done after the event (and it was not contracted for in advance), a clean-up charge at the rate of \$100 per hour will be deducted from the security deposit, with a \$100 minimum.
- (3) Security Deposit: \$500 (refundable) is required for half and full day use and on-going users.
- (4) Cancellation Policy: Refunds will be granted for cancellations made at least 30 days in advance. If cancelled less than 30 days of the event 50% of rental fee will be refunded. No refund if cancelled less than 7 days from the event.

**St.
James
Episcopal
Church**

North Salem,
New York

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