



RENTAL PRICE LIST / FOR EVENTS

- 4-hour minimum for all bookings, with a per-hour rate for additional hours.
- A 50% rental deposit is due at booking; the remaining 50% is due on the day before the event via cash, check, or online payment at burbankfirstumc.org/payment.
- All renters are required to provide \$1,000,000 worth of liability insurance coverage.
 - A one-time \$200 insurance fee will be added if you do not have your own policy.
- A \$250 security deposit is required and will be refunded within 14 business days after the event concludes.
 - The security deposit will be retained for the following reasons:
 - If excessive cleaning of the property is required after the event concludes,
 - Property repairs are needed due to damage beyond normal wear and tear, or
 - There are items or equipment provided by Burbank First UMC that have been lost or damaged.
 - The event time went over the agreed upon hours into overtime

VENUE INFORMATION (scan QR codes for images of room interior)	MAXIMUM OCCUPANCY	RENTAL RATE (non-members)	RENTAL RATE (non-profits/members)
Main Sanctuary 76' x 62' (4,712 sq. ft.)	400 people (main area) 125 people (balcony)	\$650 for 4 hours \$150 per additional hour	\$500 for 4 hours \$75 per additional hour
Modern Hall 40' x 70' (2,800 sq. ft.)	390 people (seated) 230 people (dining)	\$500 for 4 hours \$100 per additional hour	\$350 for 4 hours \$50 per additional hour
Meeting Lounge 22.5' x 42' (945 sq. ft.)	80 people	\$250 for 4 hours \$50 per additional hour	\$125 for 4 hours \$25 per additional hour
Chapel 18' x 25' (450 sq. ft.)	60 people	\$200 for 4 hours \$50 per additional hour	\$100 for 4 hours \$25 per additional hour
Bridal Room 16.5' x 21.5' (354 sq. ft.)	30 people	\$125 for 4 hours \$30 per additional hour	\$75 for 4 hours \$15 per additional hour
Choir Room 23.5' x 33.5' (787 sq. ft.)	80 people	\$125 for 4 hours \$30 per additional hour	\$75 for 4 hours \$15 per additional hour
Kitchen 16.5' x 13.5' (222 sq. ft.)	10 people	\$100 for 4 hours \$30 per additional hour	\$75 for 4 hours \$15 per additional hour
Classroom (6 available)	30 people	(per classroom) \$100 for 4 hours \$25 per additional hour	(per classroom) \$50 for 4 hours \$15 per additional hour



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ADD-ONS PRICE LIST / FOR EVENTS

MANDATORY EVENT PERSONNEL	
Event Coordinator (will be your on-site point-of-contact)	\$100 for 4 hours \$25 per additional hour
Custodian	\$100 for 4 hours \$25 per additional hour

TECHNOLOGY/AUDIO-VISUAL ADD-ONS	
On-site AV Technician (provides equipment and AV/tech support)	\$50 per hour (can hire for setup only or for entire event)
Use of PA system and live audio mixing	Included with On-site AV Technician if hired for entire event
HDMI projector for video/presentations	\$5 per hour (Main Sanctuary, Modern Hall)
Video recording, online livestreaming, & multi-camera system	\$50 per hour (Main Sanctuary)

INCLUDED WITH ALL VENUE RENTALS	
On-site and street parking	On-site parking lot (40 spots, 4 handicap) and street parking
Round tables	5-foot diameter, laminated wood top
Folding tables	6-foot length, plastic material
Folding tables	8-foot length, plastic material
Cushioned chairs	Green fabric
Folding chairs	Metal chairs with blue, burgundy, green fabrics available
Flower stands & pots	Wooden stands, plastic pots

DECORATION/FURNITURE ADD-ONS	
Tablecloths (for folding and/or round tables)	\$12 per table