

Quick reference checklist of fees for Presbyterian Church facility rental:

Friendship Center				
	Room	Amenities	Capacity	Price
	Small Meeting Room	Use of kitchenette	70	100
	Large Meeting Room	Use of kitchenette	170	125
	Complete Meeting Room	Use of kitchenette	240	225
	Kitchen (must be rented with other Meeting room)	Food Handler’s Card required	240	125
	Additional Day	Access for set-up/clean-up only no kitchen use	N/A	50 per day
Richardson Parlor				
	Meeting room only	No kitchen facilities	30	50
Required Refundable Deposits*				
Key, cleaning, and damage deposit		Due at time of reservation		200
Alcohol service deposit		Due at time of reservation		300
Available Seating Resources in PFC				
240	Chairs			
5	Medium Round Tables	48” in diameter	comfortably seat 4 people	
30	Large Round Tables	60” in diameter	comfortably seat 8 people	
12	Standard Rectangular Tables	8’ x 30”	comfortably seat 8-10 people	

*Deposit refund checks are issued on or around the tenth and twenty-fifth of each month. We try to meet the date falling closest to the completion of your event/use. For events happening close to the payment date(s) the deposit may not be refunded until the next cycle.