

FLOOR 2 : GREAT HALL

Conference/Recital/Reception
Weekdays: afternoon & evening
Saturday 9am-9pm, Sunday 2-9pm
20 6' round tables, 180 occupancy

Room Rent:

4 hour: \$200private—400public	amt	pd
8 hour ("All Day"): \$600-1000	amt	pd
Heat Fee \$100-200	yes	pd
Big Ovens, Dishwasher : \$100	yes	pd
Linen Fee : \$10 /cloth or \$100 20+	yes	pd
Key Fee: \$50	yes	pd
Security Deposit: \$100	yes	pd

Total _____

In certain Instances, day-before set-up is allowed.
Absolutely No Sunday morning load-in OR Load-out before noon.

Client Responsibilities: *finishing your event...*

- Lights, windows, doors, locks, faucets & coffee pots
- Trash from large events taken outside.
- Recycling kept separate.
- All décor, food and drink items taken with you.
- Key Returned.

CPC Event Coordinator: _____

Trustee Approval: _____

Help@CentralParkComplex.com, CentralParkComplex.com

716-833-3193 Office Hours: M, Tu, Th, F: 9-12



Date & Time _____

Name of Event _____

Name of Company/Entity _____

Type of Event _____

Fundraiser for Non-Profit/Charity? _____

Event Contact Person: _____

Number: _____

Email: _____

Event Manager: _____

Number: _____

Email: _____

Event Rental Options:

Floor 1 Dayer Room

(Cafeteria Room seats appx 80 @ long tables)

Floor 1 Parlor Room

(seats appx 80 @ recital rows)

Floor 1 Kitchenette w/oven

Floor 1 Main Sanctuary - seats 500

Floor 2 Great Hall - 20 6' round tables, 180 occupancy

RENTAL REQUEST

CentralParkComplex.com

***Outside Entity** (Non CPC, UMC or Recovery) must sign a CPC rental lease if using the Main Sanctuary or Great Hall for public events.

***Outside Entity** must provide proof of their own event-based insurance coverage prior to lease signing (often available through homeowners if needed) (\$200-300)

Invoicing: you will receive an itemized invoice via email reflecting your package options & fees total, due by check or PayPal to Central Park UMC 10 days prior to event. Full refund for cancellation.

Keys given @ one week prior.

Refundable Key Fee & Security Deposit will be either returned by check by mail, or your own check will be returned to you.

May we hold your checks rather than cash/deposit them, and return them to you after your event? _____yes

Mailing address for deposit return/refund.:

Key # _____

*Custodial Payments *will not* be on Central Park invoice, but are due by separate check to Donald Plummer:

Cleaning Fee: \$50-75	amt	pd
Set Up Fee \$200	yes	pd

*If you've paid for set-up service, or cleaning/attendant service: please coordinate with custodian about details more than one week prior.

FLOOR 1 : PARLOR OR DAYER ROOM

2 hour Class/Recital/Reception

Floor 1 Kitchenette w/oven

Weekday Usage: Wednesday Evening

Saturday & Sunday Usage:

Event time 2-4pm only, load-in 1pm

+Weddings may make some dates completely unavailable

Room Rent: \$100	amt	pd
Heat Fee: \$100	yes	pd
Key Fee: \$50	yes	pd
Security Deposit: \$100	yes	pd

Total _____

FLOOR 1 : SANCTUARY

Available for Concerts or Lectures:

Wed., Thurs., Fri., Sat. evening, seats 500

Room Rent:		
4 hour: \$200private - 400public	amt	pd
8 hour("All Day"): \$600-1000	yes	pd
Heat Fee \$100-200	yes	pd
Key Fee: \$50	yes	pd
Security Deposit: \$100	yes	pd

Total _____