



ALL SAINTS CHURCH

2024 EVENT REGISTRATION FORM

Use of the ASC facility is limited to events on behalf of or sponsored by (a) a current Parishioner of ASC in good standing or (b) a member in good standing of the Anglican Diocese of New England. Facility use is unavailable for other parties.

Parishioner or Diocese Member (also identify event contact person if different):

Email:

Phone:

Type of Event:

Date of Event:

Number of People Expected:

Event Start and End Times:

ASC agrees to provide use of the facility itself free of charge to qualified parties (see above). Fees cover personnel and supplies.

- I'd like **only** these required core personnel (additional personnel/services are listed on the following page):
- \$100 **Sexton** - ASC personnel responsible for cleaning and facility management. Fee covers preparatory cleaning and the first three hours of Sexton's presence the day of the event. **\$20** for each additional hour of service. *A sexton is always required. Anticipated charge: \$_____*
 - \$100 **Small Event Site Coordinator (gatherings of 30 persons or less)** - ASC personnel that serves as the facility point-person. Fee covers the coordinator's preliminary time spent organizing and briefing appropriate staff & clergy, up to 3 hours. **\$25** for each additional hour of service. *A site coordinator is always required. Anticipated charge: \$_____*
 - \$200 **Large Event Site Coordinator (funerals, conferences, etc.)** - ASC personnel that serves as the facility point-person. Fee covers the coordinator's preliminary time spent organizing and briefing appropriate staff & clergy (up to 3 hours), as well as 3 hours of attendance at the event. **\$25** for each additional hour of service. *A site coordinator is always required. Anticipated charge: \$_____*
 - \$300 **Site Coordinator (wedding)** - ASC personnel that serves as the ASC point-person for a wedding and rehearsal 1-2 days beforehand as well as preliminary time spent, including a consultation. *A site coordinator is always required. For weddings with over 150 guests, an assistant site coordinator may also be required for an additional charge of \$100. Anticipated charge: \$_____*

Additional Personnel/Services are listed on the following pages.



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I will need these additional personnel/services:

- **Staff Clergy** - ASC clergy responsible for presiding at the service, free of charge (compensation for weddings TBD).
- I'd like the service of clergy.
- \$150 **Per Technician** - ASC personnel for sound and PowerPoint/ProPresenter as needed for the event. Fee covers up to 4 hours of labor for preparation/setup, the event, and breakdown. **\$25** for each additional hour of service.
- I plan to use ASC sound and need a sound technician. **Anticipated charge: \$_____**
- I plan to use ASC visual equipment and/or video equipment and need a visual technician. **Anticipated charge: \$_____**
- In addition to employing an ASC visual tech, I would like a basic recording of the event for **\$25**
- \$150 **Sacristan** - ASC personnel for preparation of the altar (ceremonial appointments and Eucharist)
- I plan to use ASC altar vessels or linens. I need a sacristan.
- \$200 **Music Director** - ASC personnel for planning and leading music. This fee covers up to 4 contiguous hours of the Director's presence as well as individual preparation. For up to 8 contiguous hours of the Director's presence, the fee is **\$350**. For a rehearsal on a different day for the same event, the fee is **\$75**.
- I'd like the service of a music director. **Anticipated charge: \$_____**
- \$200 **Organist/Instrumentalist** - Fee covers up to 4 contiguous hours of the musician's presence as well as an initial consultation. For up to 8 contiguous hours of the organist's presence, the fee is **\$425**. For a rehearsal on a different day for the same event, the fee is **\$75**. Additional ASC musicians may be available upon request, fees TBD.
- I'd like the service of an organist. **Anticipated charge: \$_____**
- \$150 **Kitchen Use** - Fee covers one (1) day of kitchen-use. If the kitchen is to be used for an event, there must be an initial meeting with the Site Coordinator to discuss ASC's kitchen protocols. *A kitchen manager is required if the kitchen/dish room is to be used by anyone other than a professional, full-service caterer.*
- I plan to use the kitchen, will **not** have a caterer present, and need the service of a kitchen manager. **Anticipated charge: \$_____**
- \$40+ **Disposable Kitchen Supplies** - Base fee covers all disposable goods for dining (plastic cold cups, paper plates, paper bowls, napkins) and disposable cutlery, up to 50 people for a single meal. Add \$35 for each additional 50 people.
- I'd like to use ASC's disposable kitchen supplies. **Anticipated charge: \$_____**
- \$55+ **Coffee Bar Supplies** - Base fee covers coffee, all disposable coffee wares (hot cups, napkins, stirrers) and coffee condiments, up to 50 servings. Add \$45 for each additional set of 50 people.
- I'd like to use ASC's coffee bar supplies. **Anticipated charge: \$_____**
- \$60+ **ASC Tablecloths**- Fee covers labor and supplies for washing round and banquet tablecloths for up to 8 tablecloths. Add \$8 for each additional tablecloth used.
- I'd like to use ASC's tablecloths. **Anticipated charge: \$_____**
- \$150+ **Printable Materials** - ASC office staff can create and edit printable materials, such as bulletins, flyers, handouts, etc. The fee covers 5 hours of staff time (\$25 per additional hour), and production costs are dependent upon project materials desired.
- I'd like to work with ASC Office Communications **Anticipated charge \$_____**



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\$25+ **Food Servers, Greeters, Misc. Staff.** - All Saints has a small pool of personnel who are able to serve as food servers, greeters, ushers, etc. for a fee of \$25.00/hour per person. We cannot guarantee personnel are available, especially without 1-month's prior notice of an event.

Service requested: _____ **Anticipated charge: \$_____**

\$_____ **TOTAL ANTICIPATED CHARGES** (*Final charges to be calculated following the event.*)

Signature & Date: _____

Please return the form to: 6 Allen's Court, Amesbury, MA 01913 or Name of Site Coordinator: Nicholas Friend
email it to office@allsaintsamesbury.org