

SAINT MICHAEL'S PARISH

25 South Street ▪ P.O. Box 248

Litchfield, CT 06759

Telephone: 860 567-9465 ▪ Facsimile: 860 567-4820

office@stmichaels-litchfield.org ▪ www.stmichaels-litchfield.org

SAINT MICHAEL'S PARISH BUILDING FACILITIES

Saint Michael's Parish has a variety of facilities which are available to the public and parish for rent. Any request for space should be made to:

Parish Administrator
Saint Michael's Parish
25 South Street ▪ P.O. Box 248
Litchfield CT 06759
Telephone: 860 567-9465 ▪ Facsimile 860 567-4820
Email: office@stmichaels-litchfield.org

Activities are restricted to the date and area requested unless arrangements are made prior to usage. A signed request for use of space, a hold harmless agreement and a certificate of insurance are required. Use of any space at Saint Michael's will be at the discretion of the Rector.

The **CHURCH** is a beautiful space with lovely stained glass, wood carvings and brass. It is a wonderful setting for recitals and concerts. The pews hold approximately 250 people. There is an organ and a grand piano available for qualified musicians with consultation and approval of the Music Director. Other use, e.g. wedding or funeral will be arranged in consultation with the Rector.

Concert, rehearsal or recital: \$150.00 per use - up to 200 people
\$500.00 per use - over 200 people

If attendance is over 200 a safety officer is required for traffic control and will be paid for separately by the renter. The fee for a safety officer is approximately \$100 for a minimum four-hour period and arrangements for such safety officer will be made by St. Michael's Church. Additionally, if separate rehearsal dates are required, a fee of \$100 for two hours will be charged.

Tuning and use of musical instruments will be determined in consultation with the Music Director.

The **PARISH HOUSE** has several possibilities.

The **LIBRARY** is appropriate for small meetings of not more than 15 people. It includes a large conference table and chairs.

Half day	\$50.00
Full day	\$75.00

Individual **CLASSROOMS** holding 10-15 people are available for \$50.00 per day.

COMMUNITY HOUSE is a large open room, newly redecorated and capable of holding up to 100 people. It is ideal for meetings, parties, and receptions. There is a fully licensed kitchen with pass through and doorways to the main room. Six eight-foot tables and eight six-foot tables with chairs; china and silverware are available as well.

Half day	\$125.00
Full day	\$175.00
Kitchen	additional \$75.00
Receptions	\$225.00

A \$50.00 cleaning deposit is required. This will be refunded within two weeks, if the facilities are cleaned up and in good repair following the event.