

**Community Presbyterian Church**  
 200 East Leland Road Pittsburg, CA 94565  
 Church Office (925) 439-9361 Fax (925) 439-2068 [www.cpcpittsburg.org](http://www.cpcpittsburg.org)  
 Lisa Hansen –Event Coordinator (925) 698-3509

## Rental Rates

The Community Presbyterian Church thanks you for considering our facilities for your function. Below you will find the list of rates for providing these services. **Please take special note that:** The full hourly rate applies to partial hours. Fees are subject to change without prior notice. All fees must be paid two (2) weeks prior to the date of your function.

<b>RECEPTION - ANY PARTY OVER 50 PEOPLE WITH ALCOHOL</b>	
<b>SIX HOURS OF RENTAL all parties must end at 10:30pm</b>	<b>\$650.00</b>
<b>Cleaning fee</b>	<b>\$300.00</b>
<b>Security deposit (may be returned if no other charges are incurred)</b>	<b>\$1,000.00</b>
<b>TOTAL DUE</b>	<b>\$1,900.00</b>
<b>Other Fees</b>	
SET UP DAY OF RENTAL	\$25.00
SET UP A DAY BEFORE RENTAL such as practice (pays for heat/AC/lights)	\$50.00
Each additional hour	\$75.00
<b>YOU MUST HIRE 3 SECURITY GUARDS ON YOUR OWN IF ALCOHOL WILL BE SERVED. (OTS SECURITY is preferred. 925-978-4140 or <a href="http://www.theotsgroup.biz">www.theotsgroup.biz</a>)</b>	
<b>DEPOSITS AND PROOF OF LIABILITY INSURANCE MUST BE SUBMITTED 14 DAYS BEFORE DAY OF EVENT OR NO KEYS.</b>	

<b>SMALLER MEETINGS – LUNCHEONS – MEMORIALS – UP TO 100</b>	<b>PEOPLE</b>
Hourly rate up to 50 people	\$50.00
Hourly rate 51-99 people	\$75.00
Hourly rate 100 people and up	\$100.00
Security Deposit – for damage, over hours	\$200.00
Cleaning Deposit- will be kept if not properly cleaned	\$150.00
Cleaning fee for events that have 100 people	\$300.00

**Active CPC & FCCA Church Members rate:**  
**\$100.00**

If you are on the contract for the renter and rent to your family member not active in the church, the active church Member must be present from start to finish at the event.

**FRIENDS OF CPC TBD by Session. For all other events and use please call Event Coordinator.**

**Weddings in the Camp Stoneman Chapel also go through Lisa Hansen – Wedding coordinator**