



## RENTAL FEE SCHEDULE

To submit a rental request, visit us online at [www.hillsidemedford.org/rentalapp](http://www.hillsidemedford.org/rentalapp)  
Have questions? Call us at 781.396.8435

	Sanctuary	Fellowship Hall	Yard	Meeting Room	Office	Kitchen
<b>Standard Rental Rate</b> Applies to preparation and pickup time in addition to actual event time.	\$125 per hour	\$100 per hour	\$75 per hour	\$30 per hour	\$12 per hour	\$30 per hour
<b>Affinity Organizations</b> Organizations that further Hillside's mission or serve the community are eligible to rent space at a reduced rate, subject to the discretion of the Church Council. If this cost would be a significant burden to your organization, please contact us to apply for full or partial fee waiver.	\$75 per hour	\$50 per hour	\$50 per hour	\$20 per hour	\$10 per hour	\$20 per hour
<b>Member Usage</b>	\$25 per hour	\$25 per hour	\$25 per hour	Free	Free	Free
<b>Custodial Services</b> Fee for sexton setup and cleanup of facilities. Special setup requests must be received at least 10 days in advance of rental. Members may opt to do their own setup and cleanup.	\$100	\$100	\$100	\$50	Included	Included
<b>Hours of Space Usage</b> Includes renter preparation and pickup time.						
<b>Rental Fee</b> Space Fee + Custodial Fee						
<b>Refundable Security Deposit</b> 50% of rental fee, to be refunded within two weeks of rental.						
<b>TOTAL DUE</b> Must be received at least 10 days in advance of rental.						

## TERMS & CONDITIONS

- 1) Rental requests must be received at least two weeks in advance of rental date.
- 2) Payment must be received at least 10 days in advance of rental date.
- 3) Cancellations made less than a week before rental date will incur a \$50 administrative fee.
- 4) Security deposits will be refunded less the cost of unplanned cleaning expenses or extraordinary wear and tear on our facilities, per the discretion of church staff.
- 5) Payment can be made via PayPal on our website's [donation page](#) or via a check made payable to "Hillside Community Church" and mailed to our office at:

*Hillside Community Church  
144 North Street  
Medford, MA 02155*

- 6) Children must be supervised at all times.
- 7) All rentals are at the discretion of the Church Council.

# CONCERT PACKAGES

## recital package

*For performances with less than 50 attendees*

**\$175**

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2 hours of sanctuary use for event

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Use of grand piano

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Use of sound system

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Onsite facility coordinator

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## concert package

*For performances with more than 50 attendees*

**\$450**

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1 hour of sanctuary use for rehearsal

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2 hours of sanctuary use for event

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1 hour of hall use for reception

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Use of grand piano

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Use of sound system

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Onsite facility coordinator

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Custodial setup and cleanup

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## available add-ons

*Make your event everything you want it to be*

Livestream – Single Shot (\$50)

*Use Hillside's integrated video system to stream your event*

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Livestream – Multiple Shots (\$75)

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Additional Hour in Space (\$75/hr)

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Piano Tuning (\$150)

*Our piano is tuned twice annually but can be tuned for your event.*

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