

Deposit:

To confirm function space for a specific date, a \$500 deposit is required. This deposit along with a signed contract confirming the date and time, will secure the function space for the event.

House Rules:

- One security guard for every 150 people
- Must provide license/ servers to sell alcohol
- Day -Maximum 12 hours
- No burning items for tabletops
- No attachments to walls or ceilings
- Any cleaning beyond allotted average comes out of the security deposit
- The client will be held financially responsible for damages caused by their guests.
- All displays and decorations are subject to the approval of management



*St. Stephen
Catholic Church*

1885 Blake Ave
Glenwood Springs CO 81601
Phone: (970) 945-6673
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**AVAILABLE FOR CORPORATE EVENTS,
RECEPTIONS, BANQUETS, MEETINGS,
CONFERENCES & MORE**

ststephen1885@sopris.net

PHONE: (970) 945-6673

FAX: (970) 945-6677

Ideal for Meetings, Special Events and Conferences

We invite you to consider St. Stephen Church Parish Hall as the site for your forthcoming event. Be assured we aim to please in every way possible.

- *Professional Kitchen
- *Round 60" Tables
- *Chairs
- *Built in sound system
- *Stage
- *Projection screen



St. Stephen Church Parish Hall

For the service of our Parish and community!



- Luncheon Meetings**
- Bridal & Baby Showers**
- Rehearsal Dinners**
- Wedding Receptions**
- Fundraisers**
- Quinceañeras**
- Anniversary Parties**
- Birthdays**

Come in, O blessed of the Lord"

Genesis 24:31



Thank you for considering our facility for your next event!

Rental Space Rates & Options:

Section A

Occupancy-159

Hourly Rate -\$150 (minimum 4 hours)

Day Rate- \$1,500

Stage

Occupancy-46

Section B

Occupancy-110

Hourly Rate-\$150 (minimum 4 hours)

Day Rate-\$1,500

Section A & B

Occupancy-315

Hourly Rate-\$250

(minimum 4 hours)

Day Rate-\$3,000

Kitchen Rental

Daily Rate-\$450

Special Rates available for Parishioners and Non-Profits. Please call the Parish Office for more information.



Schedule your walkthrough Today