

# Grace Memorial Episcopal Church

## Room Descriptions & Rates

(updated April, 2022)

### Fees - Hourly Rate

(Non-profit / Corporate)

*\*Rates shown are for the use of rooms only.*

*Additional services (special set-ups and use of Grace equipment etc.) may have separate fees.  
Total rates are determined after meeting with the Office staff.*

## Grace Memorial Church Building

### Sanctuary

3652 SF\*

\$100/\$250hr

(2 hour min.)

*Stained glass windows, vaulted ceilings and wood paneling surround the focal point of the altar and pipe organ. The Sanctuary is a beautiful venue for weddings, music performances, or large speaking events.*

- Capacity: 250 in pews
- Optional: 20 additional chairs behind last pew and transepts
- Steinway grand piano, tuned at least twice a year
- Casavant Organ, *Opus 3106, 1971*

### Opdenweyer/Conference Room (off the Sacristy)

378 SF\*

\$40/80

*A room off the Sanctuary that is suitable for small meetings.*

- Capacity: 12
- One large table and chairs

## Parish Hall Building

### Top Floor

Grace Chapel

450 SF\*

\$150/\$300

*An intimate space with wood paneling, stained glass windows, a wood carved altar, and a pipe organ, the chapel is a beautiful space for smaller weddings and family services.*

- Capacity: 24
- One-manual pipe organ, tuned once a year
- Spinet piano, tuned at least twice a year
- Vaulted ceiling with leaded, daylight windows
- Pews

## **Parish Hall**

1939 SF

\$125/\$150

(2 hour min.)

*High ceilings, wood paneling, a stage, and a view to the courtyard make the Grace Parish Hall a perfect space for large lectures, receptions, and catered luncheons or dinners. The stage and easy access to the kitchen make the Grace Parish Hall a versatile space appropriate for a wide variety of events.*

- Capacity 100
  - Tables:
  - TBD round tables (8 chairs each)
  - TBD 6-ft. tables (8 chairs each)
  - Theater-style: 100 chairs max.

## **Kitchen**

410 SF

\$75/\$100

- Professional grade kitchen
- 6-burner gas range with griddle and two ovens below
- Professional grade dishwasher
- Abundant counter space for workflow
- Refrigerator, freezer, microwave, coffee pots

## **Ella Brown Room**

406 SF

\$50/75

*This carpeted, fireplace room has direct access to the kitchen and the Parish Hall and can be closed off for small meetings.*

- Capacity: 20 people
- Couches, a long table and folding chairs

## **Parish Hall Building Ground Floor**

### **Mason Burnham Room**

667 SF

\$50/75

*This large, bright, carpeted, versatile space has several tables, chairs for adults and children, a fireplace, and plentiful counters for making it a comfy space for large meetings, gatherings, and craft groups.*

- Capacity: 40 people
- Rectangular tables, folding chairs, and built-in counters

### **Choir Room**

350 SF  
\$60/\$75

*A versatile space for intimate group meetings and small choir rehearsals.*

- Capacity: 16 people
- 2 long tables, 12 chairs
- lovely spinet piano

### **Nursery**

342 SF  
\$35/\$42

*This charming space is great for providing daycare services for small and large events. It is easily accessible to a newly renovated children's bathroom and directly across the hall from the Mason Burnham room.*

- Lower level with daylight windows & door
  - Newly remodeled bathroom
  - Rocking chair, crib, and appropriate toys for small children
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## **Outdoor Spaces**

### **Courtyard**

\$50/\$100

*Spring-blooming trees and plants surround a cement courtyard that leads up to the breezeway doors. The Grace courtyard is a wonderful area for summer outdoor events such as weddings, concerts, baptisms and casual get-togethers.*

- Capacity: 70

### **Parking Lot**

\$ 50-550

*Ample parking in the heart of NE Portland with street access from NE Halsey, NE 16<sup>th</sup> Avenue and NE Weidler Ave.*

- Capacity: 55 parking spots
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## **ASSETS/TECHNOLOGY**

### **Tables & Chairs** (as of April 2022)

*Tables/chairs can generally be added to or removed from existing room inventories (see above).*

*Please request any changes when submitting room set-up for your event.*

- 8 round tables, seat 8
- 10 - 6 ft rectangular tables, seat 8
- 1 - 8 ft rectangular table, seats 10
- 1- 6 ft folding plastic table
- 80 folding chairs

**INSTRUMENTS & LOCATIONS:** (extra fee)

*Piano & organ use must have prior approval from the Grace music staff.*

*Unauthorized use of instruments may incur a penalty. Instruments are tuned twice a year.*

<input type="checkbox"/> The Prudence Edward Denney Memorial Steinway Piano – Sanctuary	\$250
<input type="checkbox"/> Casavant Organ, <i>Opus 3106, 1971</i> – Sanctuary	\$300
<input type="checkbox"/> Spinet Upright piano – Narthex	\$100
<input type="checkbox"/> Parish Hall Piano	\$100
<input type="checkbox"/> Chapel Piano/Organ	\$100
<input type="checkbox"/> Choir Room Piano	\$75

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