

Grace Memorial Episcopal Church

Room Descriptions & Rates

(updated October, 2023)

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
- Spinnet piano, tuned at least twice a year
- Vaulted ceiling with leaded, daylight windows
- 32 chairs

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 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 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
-

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 16th Avenue and NE Weidler Ave.

- Capacity: 55 parking spots
-

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
