



**THE CHURCH OF  
THE HOLY TRINITY**  
RITTENHOUSE SQUARE

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Dear Prospective Partner,

Thank you for your interest in hosting your event at The Church of the Holy Trinity, Rittenhouse Square. We are honored to serve as a gathering place for worship, community, and meaningful events in the heart of Philadelphia.

Our historic campus offers a range of beautiful and flexible spaces suitable for performances, meetings, celebrations, and community programming. As a church with an active mission, all rentals support the ongoing care of our buildings and our outreach ministries, including the Open Hearts Café, which serves our neighbors in need.

Enclosed, you will find a Rental Information Packet that includes:

- A summary of our facility use policies
- A detailed fee schedule and pricing matrix
- Key contract terms and insurance requirements

We strive to make the rental process clear, transparent, and collaborative. Our team is here to guide you through planning and ensure your event is both successful and aligned with the values and operational needs of our community.

We look forward to the possibility of working with you.

Warm regards,

The Rentals Team  
The Church of the Holy Trinity, Rittenhouse Square  
[rentals@htrit.org](mailto:rentals@htrit.org)

## Facility Rental Policy Summary

*This summary provides an overview of key policies for facility rentals. Full terms are outlined in the*

Facility Use & Rental Agreement.

### 1. Scheduling & Reservations

- All events must be scheduled in advance and confirmed through a signed contract. Rentals request for events happening less than 60 days to initial inquiry might not be accommodated.
- To receive a contract, Equipment and Set Up Request form AND Run of Show forms must be submitted within one week of initial inquiry.
  - Run of Show must include all event time blocks (rehearsals, set up, take down, etc.)
- A non-refundable \$250 deposit is required within one week of receiving a contract.
- Contract must be signed and submitted within 30 days. Contracts not signed and submitted within 30 days are subject to release of their requested dates and/or fee changes.

### 2. Payments

- Full payment is due 60 days prior to the event.
- Additional charges (overtime, damages, cleaning) are billed after the event and due within 14 days.
- Failure to meet payment deadlines may result in cancellation.

### 3. Staffing (Required)

- All events require Church staff.
- Staffing is determined by the Church based on event size and type.
- Minimum staffing block is 3 hours.
- Overtime is billed at 1.5× the staffing rate in 30-minute increments.

### 4. Use of Space

- Only approved spaces may be used.
- All areas must be returned to their original condition.
- The renter is responsible for any damage to Church property.

### 5. Building Policies

- No smoking on Church property.
- No food or drink in the Sanctuary.
- Food and drink permitted only in approved areas.
- Alcohol is prohibited unless pre-approved in writing.
- Children must be supervised at all times.

### 6. Safety & Conduct

- Church staff have full authority during events.
- Exits and aisles must remain clear at all times.
- Unsafe activities may be stopped immediately.

### 7. Insurance Requirement

- A Certificate of Insurance (COI) is required for all rentals.
- Coverage must include:
  - \$1,000,000 general liability
  - The Church named as Additional Insured
- COI must be submitted at least 60 days prior to the event.

## 8. Promotion & Advertising

- Venue must be listed as:  
“The Church of the Holy Trinity, Rittenhouse Square”
- Events may not be advertised until contract and insurance are complete.

## 9. Cancellations

- More than 30 days: partial refund possible
- Within 30 days: non-refundable

*We appreciate your cooperation in helping us maintain a safe, welcoming, and respectful environment for all.*

## Facility Rental Pricing Guide

### Space Rental Rates (Hourly)

Space / Use	Internal Church	Nonprofit / Community	Commercial / Private
Sanctuary Rehearsal	\$50/hour	\$75/hour	\$100/hour
Sanctuary Event	\$0 (internal use)	\$350/hour	\$450/hour
Parish House – 1st Floor Event (≤50)	\$50/hour	\$150/hour	\$200/hour
Parish House Library (≤15)	\$25/hour	\$75/hour	\$100/hour
Centennial Room Event (≤60)	\$50/hour	\$125/hour	\$150/hour
Green Room / Prep Space	\$0	Under 4 hours: \$75 flat Over 4 hours: \$125 flat	Under 4 hours: \$100 Over 4 hours: \$150

### Required Additional Fees

#### Staffing (Mandatory)

- \$25–\$30 per hour per staff member
- Minimum 3-hour booking per staff member
- Staffing levels determined by the Church

#### Overtime

- 1.5× staffing rate
- Billed in 30-minute increments

#### Payment Terms

- \$250 deposit required to hold date
- Full balance due 60 days before event
- Additional charges billed post-event if applicable

#### Notes

- All rentals must include setup and breakdown time
- Internal Church rates may be waived at discretion
- Proceeds support Church operations and outreach ministries

*A detailed quote will be provided based on your specific event needs.*

## **Contract & Insurance Requirements Overview**

*This document highlights key requirements from the Facility Use & Rental Agreement.*

### **1. Contract Execution**

- A signed Facility Use & Rental Agreement is required for all events.
- Events are not confirmed until:
  - Contract is signed
  - Deposit is received

### **2. Certificate of Insurance (COI)**

All renters must provide a valid COI.

#### **Minimum Requirements:**

- General Liability: \$1,000,000 per occurrence
- Additional Insured:  
“Church of the Holy Trinity, Rittenhouse Square”
- Coverage must include:
  - Event dates (including rehearsals)
  - Premises & operations liability

#### **Submission Deadline:**

- 60 days prior to event **Submit to:** [rentals@htrit.org](mailto:rentals@htrit.org)

### **3. Sample Certificate Holder Information**

Church of the Holy Trinity, Rittenhouse Square

1904 Walnut Street

Philadelphia, PA 19103

### **4. Important Contract Terms**

- Staffing is mandatory and determined by the Church
- Renters are responsible for damages
- Events must end at the contracted time
- Overtime is billed automatically
- Church may cancel events for safety or emergency reasons

### **5. Advertising Restrictions**

- Events may not be promoted until:
  - Contract is fully executed
  - COI is approved

### **6. Cancellation Policy**

- More than 30 days: partial refund possible
- Within 30 days: non-refundable

*Failure to meet contract or insurance requirements may result in cancellation of the event.*

*Please refer to the full agreement for complete terms and conditions.*