

The Annunciation Greek Orthodox Church Memorial Center

500 Belmonte Park North
Dayton, Ohio 45405
(937)224-0601
maintenance.annunciation@donet.com

With room for up to 400 people, the Memorial Center at Dayton's Greek Church is spacious, has a stage and plenty of room for dancing. If you are looking for additional space, we offer our newly remodeled Athenagoras room, our Club Room and our soon to be renovated Center Courtyard Garden, available summer 2017.

The Main Hall banquet room has a maximum capacity of 400 and is well suited for wedding receptions, corporate Holiday parties, recognition banquets and other large events.

The Athenagoras room is a mid-size room with a maximum capacity of 75 and is well suited for smaller events such as wedding or baby showers, business meetings or other similar events.

The Club room, adjacent to the Main Hall banquet room, with a maximum capacity of 40 is available for business meetings or other more intimate needs.

Choose from our preferred caterer list available from our Building Operations Manager. The Caterer must arrange for all setups and deliveries through the Building Operations Manager (937-224-0601).

Rates:

Base Price for the Memorial Center Main Hall up to 400 occupancy, 1 security officer, tables and chairs**

Non Parishioner	\$2100
Parishioner (as defined by AGOC bylaws)	\$1400
Additional hours over the base price	\$150/hr
Two (2) security officers required over 250 people	\$275
Caterer Kitchen Use fee (see preferred caterer list)	\$300
Day Before Event Set-up (9a-4p)	\$150/hr w 3hr min
Day of Event Set-up (Noon to 4p)	\$500

**This includes 2-hour pre-event access, 6-hour event time and 1-hour post event clean-up time.

Security Deposit is due at the time of contract signing. Final payment is due 30 days prior to the event date.

The Club room, Athenagoras room and Courtyard are not part of the base rental fee but can be added for an additional charge.

Athenagoras Room	\$250
Club Room	\$250
Courtyard with rental	\$250
Courtyard alone	\$500

Here are some details you will want to know when you rent our venue:

HOURS OF EVENT 6:00p-12:00a.

The full rental agreement is 6 hours for the event, 2 hours for pre-event access, 1-hour post-event clean-up. The hall must be cleaned and vacated by 1:00am

Please Note:

Sacraments are not permitted to be performed in the hall.

METHOD OF PAYMENT:

Security deposits and rental payments must be in the form of a personal check, money order or certified check made payable to The Annunciation Greek Orthodox Church.

POINT OF CONTACT PERSON:

The client is responsible for identifying a Point of Contact person at the contract signing.

The POC person is required to be present during the entire event and is expected to make him or herself known to the church staff on duty. The POC person will be the individual church staff will contact in the event of a problem or if a communication need arises.

CANCELLATION: In the event the client wishes to cancel a contract, a minimum 90 day's notice prior to the date of the event must be given. If said notice of cancellation is given at least 90 days prior to the date of the event, the security deposit of the shall be returned. In the event the notice of cancellation is given less than 90 days prior to the date of the event, the entire security deposit is forfeited.

MUSIC:

Bands, disc jockeys, and other musicians must provide their own set up, labor and carts, dollies, flatbeds, etc. to transport equipment into and out of the hall.

Call the Building Operations Manager at (937)-224-0601 ext. 101 or email maintenance.annunciation@donet.com to schedule an appointment.

