

St. Stephen's Episcopal Church - Overview

St. Stephen's is centrally located in the heart of the Tiburon-Belvedere community. Our historic church property offers an exceptional venue in a serene (verdant, quiet, peaceful) setting. Easily accessible with ample parking, we provide unparalleled convenience for your guests and participants, including being ADA compliant. In addition to the private spaces within the church property, we are also walking distance to downtown Belvedere/Tiburon, making our location ideal for conferences, workshops, community meetings, and special events.

We offer state-of-the-art technology infrastructure

Features comprehensive modern technology to support your event needs:

- High-speed fiber internet throughout the building with guest WiFi access
- Professional audio-visual systems, including projection capabilities and wireless microphones
- Live streaming equipment for hybrid events and remote participation
- Power outlets and *charging stations* strategically placed throughout all spaces

We offer versatile spaces for groups of all sizes

Our thoughtfully designed facility accommodates gatherings from intimate committees to large assemblies:

Sanctuary (capacity 250)

- Soaring ceilings and excellent acoustics
- Podium
- Spacious seating
- Direct access to outdoor courtyard
- Note: Our columns mean there are some obstructed views when at full capacity

Kimball Hall (capacity 250)

- Open floor plan perfect for dining, receptions, or workshops
- Large screen television for presentations
- Wireless microphone
- Full commercial kitchen access available
- Flexible seating arrangements
- Direct access to outdoor courtyard

Conference Room (capacity up to 15)

- Whiteboards and presentation equipment
- Wired for hybrid and in-person meetings
- Quiet environment ideal for focused discussions
- Natural lighting and comfortable furnishings

Additional Amenities

- Spacious lobby and reception areas
- Multiple restroom facilities
- Accessible entrances and ADA-compliant features including elevator
- Secure parking lot with evening lighting

Special Rates for Community Impact Organizations

We believe in supporting organizations that strengthen our community. Qualifying outreach and social service organizations may receive complimentary access to some of the church property.

This includes:

- Non-profit social service agencies
- Community outreach and service programs
- Educational workshops and training seminars
- Support groups and counseling services
- Volunteer coordination meetings
- Charitable fundraising events

Insurance:

All organizations using any of our facility are required to provide proof of insurance

Please contact us today to schedule a tour and discuss how our centrally located, technology-equipped facility can serve your organization's needs while supporting your budget through our community-focused pricing structure.

Rental Agreement Guidelines

Church

- All events must end by 10pm per City of Belvedere ordinance
- Furniture in the church at time of rental may not be moved or removed without consent and should be always treated with respect.
- Adhesives (painters or gaffers tape only) are permitted only on the sanctuary floor and must be removed by rental party
- Nails, hooks, or tacks are not permitted on any surface
- Sanctuary candles may not be used without permission

Kimball Hall and Kitchen

- All events must end by 10pm per City of Belvedere ordinance
- Catering guidelines:
 - We will furnish a list of approved caterers at time of rental; other caterers approved subject to event coordinator.
 - Caterers may not store food in advance of event and at completion, all food and trash must be removed from premises.
 - Caterers must provide current food handlers card one week prior to event
 - All appliances are available for use by caterers during rental period (Note: we do not have an ice machine)
- Alcohol Policy
 - If alcohol is served, the principal bartender must present a current RBS card. Equally accessible and attractive non-alcoholic options must be available.
- Music
 - Because we are situated in a residential neighborhood, all music must be within satisfactory levels and must take place inside and not in the courtyard
 - All bands must be finished no later than 10:00pm
- Furnishings include ten(10) round 72" tables, Four (4) eight-foot tables, three (3) six-foot tables and 150 chairs.
 - Table linens, glasses, and silverware are not included
 - Nails, hooks, and tacks may not be used on any surface
 - Nothing may be placed on grand pianos.

Courtyard

- All events must end by 10pm
- Kitchen use included
- Maybe rented in conjunction with Kimball Hall for additional fee
 - Furnishings include ten(10) round 72" tables, four (4) eight-foot tables, three (3) six-foot tables and 150 chairs.
 - Table linens, glasses, and silverware are not included
 - Nails, hooks, and tacks may not be used on any surface

- Trash removal is the responsibility of the rental party and/or caterer.

Conference Room

- Technology needs must be submitted 48 hours in advance of the rental.
- Food and drink may be brought in but the rental party responsible for removing and returning the room to original state.
- Guest wifi to be supplied at time of rental
- Instructions for technology use to be supplied at time of rental. The group is responsible for setting up.
- Tech support not supplied by the church.

All rentals are subject to the current City of Belvedere, Marin County, and California regulations

All organizations using our facility must obtain a Certificate of Insurance liability (also known as a "rider) for the entirety of the rental period. These may be obtained from a homeowner or other insurance policy. St. Stephen's must be named as the additional insured, covering any accident that happens on our property.

Facility Rental Fees

(does not include weddings or funerals)

Music Event - Church (concerts, rehearsals, recordings, etc.)

Rehearsal (daily) \$450 (up to four hours)
(includes use of piano) \$700 (4+ hours to maximum of 8 hours)

Performance \$650 (up to four hours)
(includes use of piano and \$900 (4+ to maximum of 8 hours)
lockable storage)

Recordings - Church \$400 (up to four hours)
 \$600 (4+ hours to maximum of 8 hours)

*Reception in Kimball Hall \$400 (up to two hours and \$100/hour add'l until 10:00pm)
 **following music events only;*
 use of kitchen included)

Courtyard and Kitchen \$400 (up to two hours and \$100/hour add'l until 10:00pm)

Facility Rental Fees
(galas, receptions, meetings, dinners, etc.)

Non-Music Events

Church	\$600 (up to 4 hours) \$1000 (4 hours to maximum of 8 hours)
Kimball Hall and Kitchen	\$1000 (up to 4 hours) \$1500 (4 hours to maximum of 8 hours)
Courtyard and Kitchen	\$750 (up to four hours) \$1000 (4 hours to maximum of 8 hours)
Conference Room (use of kitchen add'l charge)	\$350 (up to four hours) \$500 (4+hours to maximum of 8 hours)

N.b. The hour fees include caterers set-up and take-down/cleaning

Load In

All load in to be worked out with Event Coordinator or Music Director. Generally free of charge (case by case basis)