

ROOM USE***

NON-PARISH USE:

Parish Hall and Kitchen

⌘ Monday through Thursday - 4 hours for \$600

⌘ Friday and Saturday - 4 hours for \$1000

NON-PROFIT USE:

⌘ Parish Hall and Kitchen - 4 hours for \$200.

Conference Room and Two Classrooms

⌘ \$50 each per hour

*****All prices subject to change.**

VENDORS

Caterers, florists, musicians, and other service vendors must be pre-approved at least thirty (30) days in advance. A recommended vendor list is available for your consideration.

Please inform caterers that tablecloths, napkins, tableware, and glasses are not provided by St. Columba's.

The distribution and service of all alcohol is the sole responsibility of the caterer.

The caterer's certificate of Insurance Liability must be presented to the Parish Office thirty (30) days prior to the event.

Revised: July 2008



For further information contact
The Parish Office
401-847-5571

Visit the St. Columba's Chapel
Website www.stcolumbaschapel.org
and learn more about
the history of the Chapel,
planning your wedding,
and the life of the Parish.

Parish Office Hours

9:00 am - 3:00 pm Monday - Friday

From Points North: Boston Area: Pick up Route 24 South, off Route 93 South. Go through Fall River, MA following signs for Newport. Continue all the way on 24; it turns into Route 114 South in Portsmouth. Continue to follow 114 into Middletown, turn left on Valley Road (Route 214) at traffic light in Middletown (near Newport Furniture store on left), Follow Valley Road to second traffic light. Turn left onto Green End Avenue and follow to Vaucluse Avenue (approximately 3 miles). Turn right for short distance to St. Columba's.

From Points West and South: Pick up Route 138 East through Jamestown, RI. Proceed over Newport Bridge (\$2.00 toll) and follow signs for Cape Cod to the first traffic light (across from Jai Alai). Take left and follow Admiral Kalbfus Road (it turns into Miantonomi Avenue which then turns into Green End Avenue) approximately 3 miles to Vaucluse Avenue. Turn right for short distance to St. Columba's.

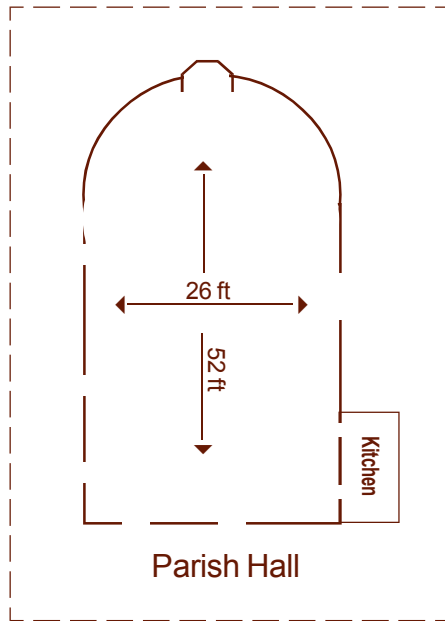


**WELCOME TO
SAINT COLUMBA'S
PARISH HOUSE**



**SAINT COLUMBA'S,
THE BERKELEY MEMORIAL CHAPEL
55 VAUCLUSE AVENUE
MIDDLETOWN, RHODE ISLAND**

ST. COLUMBA'S PARISH HOUSE, located through the gates of the Chapel yard, welcomes you to a serene sanctuary of beautiful trees, gently sloping lawns and gardens. The graveyard contains headstones dating back to the 1800's. The grounds, which resemble an English countryside, are tucked quietly away in the little borough of Middletown, Rhode Island. Newport, a very historic seaport located only two miles away, makes arranging accommodations for long distance travelers convenient.



Our Parish Hall is a perfect place for special occasions where a natural setting offers guests privacy, peace and quiet. Wedding receptions, social events, business meetings, conferences, community service and charitable functions are welcomed.



The Parish House design won a Merit Award from the RI Chapter of the AIA for "Excellence in Design." The Parish Hall, which accommodates up to 120 guests, is surrounded by floor to ceiling windows and is anchored at the western end by a cathedral height fieldstone fireplace topped with a lovely stained-glass window.

Use of the interior of the Parish House can include the vestibule, Parish Hall, commercial grade kitchen, two classrooms, conference room, nursery and restrooms. Events that include seated dining and dancing reduce capacity to 80 people.



Use of the terrace is welcome during summer months. Tents are permitted on the grounds. Requests must be submitted at least 60 days prior to the event. Smoking inside the Parish Hall is not permitted.

CANOPY

An enclosed 10' x 20' canopy (pictured left) is available for use if extra space is needed outside. The cost for use of the canopy is \$125.00.

SECURITY DEPOSIT AND USE FEES

A \$300 nonrefundable deposit is required to hold a reservation and will be applied to the final rental fee.

A refundable \$500 security deposit is required.

Payment in full is required at least thirty (30) days prior to the event.

PERSONNEL

A representative of St. Columba's Chapel is to be present throughout the function, from the moment the caterers /set-up personnel enter the building, until they leave the building. The representative's fee will be \$25 an hour.