



46 Park Street, Montclair, NJ 07042

Contact: Central Presbyterian Office

Monday – Friday, 9 AM – 3 PM

Ph: (973) 744-5340

Our mission is to provide a meeting place for area groups by providing a space that is safe, reasonably priced and is guided by our Christian beliefs of love and inclusivity. Our space is an extension of our faith and we believe all are welcome here. We are blessed with the resource of an expansive building with comfortable spaces for meetings, celebrations, and youth gatherings. Our sanctuary is a registered historic structure. We offer our rooms on a donation basis and all proceeds go towards Central Presbyterian's work of service. Thank you for considering our space for your next event.

SPACES AVAILABLE including suggested use, occupancy, and special considerations:

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SANCTUARY

Capacity (theater style seating only): 650

Amenities: Outside entrance, sound, risers, green room, large entryway



Main floor sanctuary with view of balcony seating and two side-aisles.



Balcony view of main floor.



Entry hall with two double-doors to sanctuary.

COMMUNITY ROOM

Approx Dimension: 43x44

Approx Sq Ft: 1,462

Seating Capacity with tables: 82

Maximum Capacity: 108

Amenities: Open space with new floor, sound, projection, kitchenette access



NURSERY

Approx Dimension:

Approx Sq. Ft:

Maximum Capacity: 45

Amenities: Toys, art station, and books for ages 0-4, kitchenette access



FELLOWSHIP ROOM

Approx. Dimension: 31x32

Approx Sq. Ft: 992

Seating Capacity: 55

Maximum Capacity: 75

Amenities: Sound, projection, kitchenette access



The Fellowship Room is located on the main floor of our Education Building, two steps from our Sanctuary. The kitchenette is in the next room.



High ceilings and carpeted space.



Large table for meeting/ buffet. Can be moved to meet your needs.

KITCHENETTE

Features stovetop, oven, sink, microwave, small prep space, refrigerator and limited serving ware.



The kitchenette is on our main floor, ideal for use with the Community and Fellowship Rooms or Nursery.



Four-burner gas stove and oven.



Pitchers, punch bowls, etc.

CHAPEL

Capacity (theater style seating only): 96

Amenities: Outside entrance, sound, podium



View from back of chapel – white pews fixed in place.



Exterior entrance to chapel.



Interior entrance to chapel.

GRACE HALL

Approx Dimension: 44x54

Approx Sq. Ft: 2,376

Seating Capacity with tables: 110

Maximum Capacity: 175

Amenities: Stage, projection, sound, grand piano, service elevator, full kitchen access, A/C (window), green room



East side of room includes built-in stage.



West side of room.

GYMNASIUM

Approx Dimension: 51x72

Approx Sq. Ft: 3,672

Seating Capacity with tables: 204

Maximum Capacity: 272

Amenities: Stage/backstage, green room, service elevator, full kitchen access with kitchen rental, sound



The gymnasium floor is in excellent condition, lined for basketball. Ready for casual or competitive play.

KITCHEN

Features industrial stove, prep space, industrial fridge, refrigerator, double sink, coffee maker, washer and dryer, serving window, storage



The spacious kitchen is on our second floor, two steps from Grace Hall.



The prep space can accommodate multiple cooks and servers.

RATES Per HOUR		
SPACE	BUSINESS/PRIVATE	NON-PROFIT
Sanctuary	\$200	\$140
Community Room	\$80	\$50
Nursery	\$80	\$50
Fellowship Room	\$140	\$80
Kitchenette	\$50	\$50
Chapel	\$110	\$80
Grace Hall	\$140	\$80
Gymnasium	\$140	\$80
Commercial Kitchen	\$140	\$80
Rented with other rooms	\$80	\$50

RATES INCLUDE:

- Access to and full use of the space reserved
- On-site Facility Contact throughout your event
- Professional cleaning services after your event

RATES DO NOT INCLUDE:

- Applicable organist/pianist fees
- Pastor fees

NON – PROFITS:

All non-profit groups will need to provide a copy of their 501 (c)(3) and Certificate of Liability Insurance two full business days ahead of the scheduled event to obtain the non-profit pricing.

SET-UP AND CLEAN-UP:

The hourly facility rates include professional cleaning services for your space after your event. You will still be responsible to remove items brought in for your event. Garbage containers will be made available for this purpose. Time for rehearsal, set-up and tear-down activities are considered as part of the rental period and need to be calculated within your rental period.

PAYMENT:

Full payment in cash, check, or money order must be received two business days ahead of the event to ensure your access to the building. Make checks out to:

Central Presbyterian Church
46 Park Street
Montclair, NJ 07042

MEMBERS/ PARTNERS

RATES Per HOUR			
SPACE	CPC Member	Community Partner	Non-Partner
Sanctuary	\$80	5% Revenue*	7% Revenue*
Community Room	\$35		
Nursery	\$35		
Fellowship Room	\$50		
Kitchenette	\$35		
Chapel	\$50		
Grace Hall	\$50		
Gymnasium	\$50		
Commercial Kitchen	\$50		
Rented w/ rooms	\$35		

*In some instances Central Presbyterian Church may request to waive a flat donation suggestion in lieu of a recommended percentage of proceeds from a one-time event, such as a ticketed music concert or author event.

*Sanctuary rental for Community Partners and Non-Partners requires a one-time cleaning fee of \$180.

RENTAL GUIDELINES

Our mission is to provide a meeting place for area groups by providing a space that is safe, reasonably priced and is guided by our Christian beliefs of love and inclusivity.

We require, as part of the rental contract process:

1. Copy of driver's license or official state ID
2. Purpose for usage of space
3. Physical size of group
4. Activity taking place
5. If you are a religious group please enclose a brief statement of your beliefs, purpose and mission.
6. Proof of your group's liability insurance
7. Groups with children need appropriate ratio of adults to children and a safe child policy.