



One Time Event Packages

Through The Common Room, Zion Lutheran Church opens the gift of our historic space for the common good of our neighbors, welcoming them into events that connect, nourish, and inspire.

Common Room Event staff will work with you to help establish what level of rental you need!

“Building Only” Package

Perfect for Conferences, Meetings, and Webinars

- Venue: Choose between The Common Room or Parlor
- Setup: Our Facilities Manager will arrange the space to your exact specifications
- Access: A door code will be provided for seamless entry. Access to the building begins 1 hour before the event, and rental includes use of piano and kitchenette.
 - Microphones, projector, and screen available for repeat users/those with training.
- Responsibilities: At the end of your event, simply ensure the door is locked and the lights are turned off

Ideal for professional gatherings that require a straightforward, no-fuss setup.

Half Day: Common Room: \$350, Parlor: \$50, Both: \$400 | **Full Day:** Common Room: \$600, Parlor: \$100

“Staff Support” Package

Ideal for Classes, Workshops, School Concerts, Interactive Sessions, and first time renters!

- **Venue:** Select The Common Room and/or Parlor for your event
- **Setup:** Our Facilities Manager will arrange the space to your exact specifications, including access to piano, kitchenette, and event signage, and tech support during your setup for projector/screen, basic audio and microphones . You will have access to the space 1 hour before the event.
 - Please feel free to contact us if you need a longer window of time to access the space beforehand, or if overnight storage of items is required.
- **Staff Support:** A dedicated staff member will be there to welcome you in, assist you with setup and remain on-site for the first half hour of your event to ensure everything runs smoothly
- **Responsibilities:** After your event, just lock up and switch off the lights.
- **Option:** 3 hours of building access beforehand for load in, setup, or rehearsal (additional \$75)

Perfect for events that benefit from a bit of extra support to get started.

Half Day: Common Room: \$450, Parlor \$150, Both \$500 | **Full Day:** Common Room: \$700, Parlor: \$200

“Major Event” Package

Designed for Concerts, Galas, Banquets, Fundraisers, and Performances

- **Venue:** The versatile Common Room and Parlor (ideal for a green room, conference room, or organizers space), available for your exclusive use
- **Setup:** Our Facilities Manager will arrange the space to your exact specifications, including access to projector/screen, basic audio and microphones, piano, kitchenette, and event signage. You will have access to the space before the event begins 2 hours prior to doors/2.5 hours before the event
 - Please feel free to contact us if you need a longer window of time to access the space beforehand
 - If you would like to store event items in our building the night before, that can be arranged!
- **Additional Access:** Includes up to two pre-arranged access windows (either for load-in or dress rehearsal) for your crew and contractors to prepare before the event
 - Additional windows = \$75 each (must be arranged in advance)

- You are responsible for ensuring contractors show up during pre-scheduled windows.
- Staff Support: A dedicated staff member will be there to welcome you in and remain on hand throughout your event, providing continuous support
 - Ticketing, registration, and front of house must be operated by event organizers. Common Room staff will cover all building needs.
- Convenience: We take care of locking up and turning off the lights, so you can focus entirely on your event
- Adjustable load out window based on event!

This package is tailored for large, high-profile events where every detail matters. If you are working with a caterer, sound or lighting technician, or multiple vendors, this is the package for you.

Full Building: \$1000 for a full-day rental

Let us know if you would like to talk more about seasonal or repeat rentals for a consolidated rate.



Zion Lutheran Church of Pittsfield
 Never perfect. Always beloved. Always being made new.

