



Philadelphia Ethical Society

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EVENT RENTAL SPACES AND RATES

AUDITORIUM

Concerts and Shows - The air-conditioned Auditorium seats up to 180 people theater style, and has a stage and sound system (included). A digital projection system or Steinway grand piano are additional. The first floor Auditorium rents for \$400 for a three-hour event with each additional hour at \$85. On Saturdays the rental fee is \$650 with additional hours \$100 per hour. This fee is for a typical event such as a meeting, lecture, musical recital or performance, and so forth.

Dinners, Parties, Receptions - Movable chairs make the room very flexible, from an elegant dinner party space, to a dance floor with space cleared and tables set up on the edges. For dining, the Auditorium seats up to 100 guests at a combination of round and rectangular tables. Rental for a three-hour weekday event is \$535, with each additional hour at \$95. On Saturdays the rental fee for a 4-hour party with lobby and kitchen use is \$825, additional hours \$125 per hour. Party custodial services including room set up and break-down, custodian on-call during your event, and trash removal at the end of the evening, are estimated at \$100 to \$150 per event. Custodial services are required on Saturday nights.

Wheel-chair access to the Auditorium is possible through the custodian-operated wheel chair lift at our Manning Street entrance, there is an accessible restroom.

WHAT'S INCLUDED

The Auditorium is normally set with 100 padded chairs. 6 rectangular folding tables and 6 round tables are available for your use. If you need additional tables or chairs that can normally be accommodated by prior arrangement, or by opting for custodial services, see below.

There is house a PA system with an 8-input mixer and wall-mounted speakers, which you may connect to play recorded music. Two corded microphones on stands are available. If you are using the house PA, or projection system, we recommend that you visit ahead of time to make sure that you have everything that you need to connect. There is building-wide wi-fi.

WHAT'S EXTRA

Nine-foot Steinway Concert Grant Piano, \$65. If you wish to have the piano tuned before your event we arrange to have it tuned that morning for an additional fee of \$110. Digital projector and screen, \$65. Additional tables for self-set up, \$5 each.

CUSTODIAL SERVICES

In order to make our spaces affordable, the above pricing is based on you setting up the room the way you would like; and after your event, returning the room to the way you found it, and removing all your trash **from the building**. Alternatively one of our building custodians may be hired for your event. Auditorium custodial charges range from \$75 to \$150, depending upon the set-up involved and the number of guests at your event.

ASSEMBLY / DINING ROOM

The second floor Assembly Room rents for \$265 for a three hour event with each additional hour at \$60.

WHAT'S INCLUDED

The air-conditioned Assembly Room is normally set for 60 people with 6 round tables, 7-8 chairs each; and 8 two-top side tables. Up to 6 rectangular folding tables are available for your use. If you need additional tables (round or rectangular) that can normally be accommodated by prior arrangement, or by opting for custodial services, see below.

There is a PA system with wall-mounted speakers that can play recorded music, and one microphone for making announcements. If you are using the house PA, we recommend that you visit ahead of time to make sure that you have everything that you need to connect.

WHAT'S EXTRA

Digital projector and moveable screen, \$35. Additional tables for self-set up, \$5 each.

CUSTODIAL SERVICES

In order to make our spaces affordable, the above pricing is based on you setting up the room the way you would like; and after your event, returning the room to the way you found it, and ***removing all your trash from the building***. Alternatively one of our building custodians may be hired for your event. Custodial charges for the Assembly Room range from \$40 to \$100 depending upon the nature of your event.

ENTIRE PUBLIC SPACE

On Saturdays you can rent the entire building for a flat fee of \$1,600. All other days of the week rent for a flat fee of \$1,200. This entitles you to a 14-hour block of time which you may use for your decorating, rehearsal, and your special event. Renting the entire building gives you exclusive use of Lobby, first floor Auditorium, stairwell and second floor Assembly Room, private Collier Room, and Kitchen.

SMALL GROUP MEETINGS

We have two small group meeting rooms which rent for \$75 each for a half-day or evening event (approximately 3-4 hours). They are both on the second floor and can seat 20 to 35 people depending upon how the room is set up. The rooms can be set up with tables and chairs, or with chairs only. Children's groups sometimes move all tables and chairs out of the way. Event series are priced as pay for 3 meetings and the 4th one is free, and \$55 per evening thereafter. Rooms are air-conditioned, and there is wi-fi. Small PA systems and projectors are available, extra charge apply.

APPLICABLE TO ALL SPACES

Set-up Time. For musical and theatrical events we allow a two-hour rehearsal, time must be pre-arranged through the office. For parties we allow 3 hours for set-up before your event and for your clean-up afterwards. Additional decorating time may be contracted. If you request a room arrangement that is different than our standard set-ups, custodial charges will apply.

Catering. You may bring any caterer you like. Caterers can access the second floor kitchen via the Manning Street entrance. If your rental includes use of the kitchen, we ask that you use our kitchen to refrigerate and warm food but do not cook or deep fry. Chairs and tables owned by the Ethical Society are included in the rental fee. We do not have or rent table linens. *Party rental and caterer delivery times must be arranged through the Society Office*

Tables and chairs. Tables and chairs are included in your rental, we have the following available throughout the building; please consult as to the particulars for your space.

60" round tables, which seat 7-8 people at each table: 12) round tables.

30" wide long tables: 4) 4ft, 4) 5ft, 8) 6ft, 4) 8ft

24" x 30" "two-top" tables, 10) tables

140 upholstered chairs in the Auditorium, 40 upholstered chairs in the Meeting Rooms

60 padded chairs with arms for the second floor Assembly/Dining room.

We do not have high tops but you are welcome to bring in any rented chairs and tables.

Party rental and caterer delivery times must be arranged through the Society Office

Payment terms. Half payment of the room rental is required to reserve any date, *this payment is non-refundable.* Your rental balance, security, and custodial are normally due by Friday afternoon, one full week before your event.

Damage Deposit. We ask for a damage deposit of \$500 for events such as weddings, parties, or bat/bar mitzvah's. For rentals of the smaller rooms or the Community room we ask for a damage deposit of \$200. The damage deposit is fully refundable after the event, providing no damage has occurred.

Frequently Asked Questions

May we bring our own caterer, or self-cater?

Yes! We do not require the use of any specific caterer. You may choose to be self-contained in the room you rent, or add the kitchen to your rental. For kitchen use we allow prep space, and reheating only, not cooking.

What else do we need to bring?

Tables and chairs are included, and we have trash cans and recycling cans.

All restroom supplies are fully included. You will need to bring table covers of your choice, and all serving utensils needed. You will need to plan for any clean-up you need to do, including bringing heavy trash bags and paper towels. You will need to plan what to do with any leftover food, it may not be left behind as we have no ability to deal with food leftovers.

May we come in early?

Your rental time will start 2 hours before your event, and end 1 hour following. We may have other users so we ask that you be respectful of arranged times. If you wish to secure extra time at the venue, please arrange for the time you need in your Rental Agreement.

So, what about parking?

Rittenhouse Square is a dense Center City neighborhood, and parking can be challenging. A Parkway Corp. garage at 1845 Walnut is the closest facility and many users opt to direct guests there. You are responsible for obtaining the \$15 discount coupons offered by the garage, if desired. Some people also find services such as Lyft and Uber good for getting around in our neighborhood. The Ethical Society does not endorse any garage or service.



Quick Guide to Rooms and Capacities

MAIN LEVEL AUDITORIUM				
Capacity	Event	Special notes	Room Rental am, pm, or eve	Set-up Charge
150	Community Meeting, Rehearsals	No food (except water bottles ok)	275	40, <i>if set-up is needed</i>
180	Concert, Meeting, Memorial, etc.	Sun-Fri/Saturday. Chairs in rows, up to 4 long tables for refreshments, <i>no</i> kitchen access	400 / 650	.75 per guest
100	Dinner	Rugs out, set-up round tables for up to 100 guests	535	1.25 per guest
150	Dance, Party, Reception, etc.	Rugs & chairs out, up to 6 tables set up for refreshments, 3-hour event		
120	Saturday Night Party	As above, 4 hr party with lobby & kitchen , up to 120 guests, 8 total hours use	825	1.25 per guest
120	Wedding	Sunday thru Friday / Saturday; 12 pm to 12 am, includes whole building	1200 / 1600	1.50 per guest
	<i>Extras</i>	Piano, projector, kitchen, per each	60	
adds 20 guests		Lobby use (decorating & food, tables moved)	100	25
		Extra decorating time, two hours @ the one-hour event charge		
		Past midnight event, ends at 1 am	50	and 50
		<i>Series, evening, 3-hour block</i>	300	
		<i>Series, before 5 pm, per hour</i>	110	
SECOND FLOOR ASSEMBLY/ DINING ROOM				
150	Meeting	No food (except water bottles ok)	125	40, <i>if set-up is needed</i>
150	Meeting or Dinner	Tables and chairs in usual set-up	265	.75 per guest
100	Event or Party	Tables and/or chairs removed or changed. Up to 6 serving tables	265	1.00 per guest
		Portable Projctor & screen add	35	
		<i>Series, evening, 3-hour block</i>	125	
		<i>Series, before 5 pm, per hour</i>	45	
COLLIER or WESTON CLASSROOMS, COMMUNITY ROOM				
30	Basic	half-day in morning, afternoon, or evening, no food, usual set-up	75	
	Hourly	day time only	25	
	Whole day		130	
		Projector OR Audio add	35	
		<i>Series, evening, 3-hour block</i>	55	
		<i>Series, before 5 pm, per hour</i>	20	
		Room set-up, if requested		25
		Food clean-up, if requested (40 for both)		25

The Philadelphia Ethical Society is not liable for any errors or omissions
January 2018, prices subject to change without notice