

Friends of Wendell Meetinghouse Fee Schedule:

FWM's mission is to support our community and region with spiritual, cultural and community events, and we welcome programming for a wide variety of events. We strive to ensure that the space is accessible AND that we operate sustainably. Your fees help us maintain the building, pay for heating/cooling and utilities, insure the building, etc. - thank you!

We will confirm fee-related arrangements with event organizers before space is reserved, and questions related to fees are welcome (use our Event Organizer form, or email us at eventsfwm@gmail.com).

As of December 2022, our fee schedule for use of the Meetinghouse follows*:

Schedule A - For events at which nothing will be charged to participate:

Weekdays, day time (Monday-Friday)	\$25/hour \$45 for half day (9-12 or 1-4, times adjustable) \$75 for full day (9-4)
Weekends, day time (Saturday, Sunday)	\$55 for half day (9-12 or 1-4, times adjustable) \$85 for full day (9-4)
Evenings	\$55/night for Sunday-Thursday \$80/night for Friday-Saturday

Schedule B - For events at which tickets will be sold, fees will be collected to participate:

- Organizers will be asked to pay FWM 30% of the revenue collected, with minimum fees due based on Schedule A amounts for the relevant period. For example, an organizer holding an event on a Friday evening would be asked to pay FWM at least \$80 in fees regardless of how much revenue is generated
- The 30% of revenue collected will be capped at the following levels; even if 30% of revenue is more than these amounts, the organizer will only pay these maximum amounts:
 - \$600 for evenings
 - \$750 for day time use

For example, an organizer who brings in revenue of \$2400 for an evening event and who would normally have to give \$800 to FWM will only be asked to contribute \$600 for that event.

- Under certain limited circumstances, and only by prior written agreement, certain expenses may be deducted from the revenue collected before income sharing is calculated - please speak with your Event Coordinator if you wish to discuss such arrangements.

** Please note that this fee schedule is temporary and may change; however, once reservations for use of the space are confirmed, fees are "locked in."*

December 2022

Other Meetinghouse fee-related notes:

1. **Deposit:** Event organizers are asked to provide 30% of their fee to reserve the Meetinghouse space. For example, someone holding a community event at which no fees/tickets are sold, during a weekday morning, would need to pay 30% of the \$45 (\$13.50) fee to reserve the space. A performance group intending to use the space on a Saturday evening for paid ticket-holders would pay 30% of \$80 (\$24) to reserve the space.
2. **Cancellation/No show:** In the event that organizers' plans change, we urge you to be in touch with us as quickly as possible. Notification of cancellations one month/six weeks prior to the event will result in the return of the full deposit, minus a \$10 processing fee. We reserve the right to keep deposits where cancellations happen after the one month/six weeks mark, although we may at our discretion return the deposit or a portion of it.
3. **Manner of payment:** You may either mail a check to FWM, % Treasurer, P.O. Box 171, Wendell MA 01379, or contact us at eventsfwm@gmail.com to arrange a time to drop off cash or check payments in person. We unfortunately cannot accept credit card payments at this time.
4. **Payment support:** FWM is in the process of developing a structure to support access to the Meetinghouse for community members and groups who may not easily be able to pay regular fees. During this period, please speak with your Event Coordinator if you have concerns about being able to pay for the space.