

Christ Church, King and Queen Parish
P.O. Box 8
Chaptico, MD 20621

Parish Hall Center Rental Agreement

Deposit and completed Rental Agreement are required to reserve a room.
Rental Fee is due 14 days prior to the event. You may request a reminder email.

Event Date _____ Today's Date _____

Lessee/s Name: _____ Mailing Address: _____

Address: _____

Email _____ Name of Contact: _____

Telephone: _____ Cell Phone _____

Estimated number of guests _____ Driver's License # _____

Setup Time: _____ Event Time: _____ (*NOT exceed the 12hr rental time*)

Type of Event (*Examples Below*)

Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Meeting <input type="checkbox"/> B-day Party <input type="checkbox"/> Baby Shower <input type="checkbox"/> Anniversary <input type="checkbox"/> Graduation <input type="checkbox"/> Bridal Shower <input type="checkbox"/> Retirement <input type="checkbox"/> Other <input type="checkbox"/> _____
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Caterer required? Yes /No Caterer Name : _____

Activity will occur: _____ One time _____ Weekly _____ Monthly _____

Membership Status/Organization

Christ Church Member _____ Social Club _____ Political _____ Non Profit _____ Other _____

Payment (balance due 14 days prior to event)

A refundable reservation/ security deposit of \$300.00 is required to reserve a date.. Balance due 14 days prior to event. Cancellation less than sixty-calendar days of the event's date forfeits the reservation/ security deposit.

Hall fee includes kitchen use, but limited to, countertop space, refrigeration and sinks.
A fee of \$100 is charged to cook or heat food.

Parish Hall Room: \$400.00 _____ **Security Deposit Rc'vd** \$ _____ **Ck#** _____

Cooking In Kitchen: \$500.00 _____ **Rental Fee Rc'vd** \$ _____ **Ck#** _____

Large Meeting Room: \$100.00 _____

Paid In Full **Date** _____

<u>Includes:</u> 12 Oblong 8ft Tables – Seats 8-10 people 18 Round 5ft Tables - Seats 6-8 people 130 Chairs
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<u>Hall Capacity</u> Maximum # Seats/Tables 135 Maximum # Theatre Style 250
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Robert Oppermann 240-216-6929
Crystal Spranger 301-884-3451

Jr. Warden (*Buildings & Grounds*)
Parish Administrator

TERMS AND CONDITIONS

Christ Episcopal Church, in Chaptico, is a vibrant and living community of faith. We are glad that you are considering using the Parish Hall Center for your event or activity. We ask that you show due reverence and care for this place, and experience a joyful and blessed occasion here. This agreement is for the rental and/or other services described herein of the Christ Church Parish Hall Center only.. The Lessee agrees to the following terms and conditions:

SECURITY DEPOSIT REIMBURSEMENT

On the next business day following the event, the rental space will be evaluated to ensure cleanliness accordingly to the contract, all equipment is returned properly and confirm that all codes of behavior & contract rules were followed, and the return of the rental key. Security deposit will then be mailed to the Lessee's address.

The Lessee acknowledges and accepts full responsibility for any damages or expenses incurred by the Lessor as a result of Lessee's use of the leased premises and for any damages caused to the leased premises or Lessor's personal property, by Lessee, its guests, agents, employees, or invitees. Nothing herein shall prevent Lessor from recovering damages suffered by it, in excess of the amount of the deposit fee, by appropriate legal action against Lessee. If such legal action is necessary, the Lessee shall pay Lessor's reasonable attorney fees and costs of litigation.

KITCHEN APPLIANCES

An additional fee will be charged for the use of the Parish Hall kitchen appliances.

- The cleaning of the kitchen appliances, if used by anyone other than the church's caterer, is the responsibility of the Lessee.
- A fee of \$100.00 is required for the use of the kitchen to include cooking with stoves/appliances.
- Lessee is responsible to ensure that all gas pilots have been shut off before departure.

INSURANCE & LIABILITY

Christ Church is not responsible for any accident, injury, or personal or organizational property left, lost, damaged or stolen in or on the Parish Hall Center building, grounds or parking areas.

Lessee initial _____

- Lessee is responsible for all claims for repair or damage to church property during time of rental caused by Lessee, an agent, employer or sub-contractor, including caterer.
- Lessee is responsible for loss removal of furnishings or supplies during the time of rental.
- Lessee shall provide adequate insurance against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning.
- Lessee shall require caterers to be adequately insured against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning.

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DECORATIONS AND FURNITURE

- Decorations will be limited to table decorations and free standing decorations. **NO DECORATIONS WILL BE APPLIED TO CEILINGS OR WALLS.**
- **NAILS, SCREWS, GLUES OR OTHER ADHESIVES, WHICH MAY MARK THE WALLS, FLOOR OR CEILINGS, MAY NOT BE USED.**
- Any potentially combustible decorations must be fire resistant, and evergreens must be sprayed with retardant.
- Decorations, furniture and wall hangings in place at the time of rental may not be altered or removed without the prior consent of the Parish Administrator and Facilities Team.
- Table and chair racks are to remain in storage room at all times.
- If policies are not followed, you will forfeit your security deposit of \$300.00.

_____ **Please initial that you have read and agree to withhold your security deposit if paint is ripped off walls or tape and adhesives are stuck to the Parish hall walls.**

CODES OF BEHAVIOR

- Lessee is responsible to maintaining peace and good order at all times.
- The Lessee is responsible for making sure that the attendees of the contracted event stay in the assigned area, unless authorized by the Facility Coordinator.
- All activities in the Parish Hall Center will cease by 11:00 p.m. and the Center will be cleared by 12:00 a.m.
- Lessee is responsible for the supervision of children while on premises.
- Lessee holds responsibility for decorations, trash and clean-up policy.
- **SMOKING: Absolutely no smoking** is allowed in the Parish Hall Center.

TRASH AND CLEAN-UP

- Lessee will upon conclusion of event return all tables and chairs to storage room, chairs and tables should be placed neatly on the racks as originally found, bathrooms cleaned and the hall floor swept clean of any trash or dirt.
- Lessee will upon conclusion of event remove all decorations, turn off all lights and any special equipment, and close and lock all windows, and doors where specified. Return the hall to its original order prior to event.
- **The Lessee is to remove all trash from the Parish Hall Center property immediately following the event and should place it in the trash bin located behind the building.**

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PARKING

Vehicles (including delivery and / or caterer's trucks) are only allowed on Parish Hall grounds and not beyond the parking lot area.

I, _____ lessee of Christ Church , King and Queen Parish Hall, on the above noted event date, have read and agree to adhere to the Decorating, Clean-Up, Parking and Kitchen terms and conditions. Forfeit of security/reservation deposit will occur if terms and conditions are not followed.

Signature

Parish Membership

A fee of \$100.00 is encouraged to cover the cost of building maintenance, utilities, furniture and supplies. Fees for the use of the Parish Hall Center are waived for members in 'good standing' for their personal use.

Loan of Parish Hall Center Furniture and Equipment for 'off premises' use.

- A financial contribution is encouraged for the loan of Parish Hall Center furniture and equipment. All items to be borrowed shall be approved by the Parish Administrator and shall be returned clean and in good order.
- Parish members are responsible for all claims for repair or damage to Church property in their possession. Collection and return of all items shall take place during regular Parish Office hours by arrangement with the Parish Administrator.

I have read and agree on behalf of my organization to adhere to the terms and conditions provided to me by Christ Church regarding use of the Parish Hall. I am also authorized by my party to enter into this agreement.

Signature _____ Date _____

Lesser Signature: _____ Title _____