

Grace Episcopal Church Facilities Rental Fee Agreement

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # Home: _____ Work: _____ Cell _____

Rental Date: _____ Time Start: _____ End: _____

Caterer's Name: _____ Phone Number: _____

Address: _____

Type of Event: _____

Number of people expected to attend: _____

Rental Fees (Subject to availability):

Memorial Hall- \$100.00 per hour x _____ hrs = \$ _____

Kitchen- \$25/hr w/ rental of additional space x _____ = \$ _____

Fenton Room- \$50.00 per hour x _____ hrs = _____

Bradley Chapel (\$65.00/hr)

Patterson Room (\$75.00/hr)

Classrooms (\$40.00/hr) Indicate number: _____

Sanctuary (\$200.00/hr)

***Sexton Fee (\$25/hr).....

*****All bookings during non-office hours are subject to a sexton fee at rate of \$25.00 per hour for the duration of the event. Office hours are Mon-Thurs 9:00am-4:00pm.**

For all Renters: Copy of renter's driver license is required.

At the time of the booking the Renter will provide the Church with a signed Facility Usage Agreement as well as Grace Episcopal Rental fee Agreement. In order to guarantee your booking, you will be required to submit a security deposit of \$250 at the time your reservation is made, or within 3 business days of reservation. If you are booking your event 10 days or less prior to the event, you will be required to submit your deposit in cash. Any returned checks for payment of your event will be subject to a \$30.00 return check fee. All monies paid after this must be cash only.

Renter's Signature

Date

Grace Episcopal Church
130 First Avenue
Nyack, NY 10960
845-358-1297

Parish Mission Statement: We believe that Grace Episcopal Church is called by God to live the way of Jesus through a ministry of reconciliation, seeking to restore all people to unity with God and each other, through prayer, worship, spiritual growth, witness, and action.

Terms and Conditions:

1. These terms and conditions are fundamental to the space license agreement between the individual / organization named in the Usage Application (The User) and Grace Episcopal Church (The Church) and any violation hereof shall result in cancellation of the agreement.
2. The User agrees not to discriminate on the basis of gender, race, color, religion, disability, national origin, marital status, age, or sexual orientation in programs and activities at Grace Church.
3. The User agrees to respect the buildings and grounds as a place of worship.
4. User assumes total responsibility for any damage to or loss of Church property that might occur.
5. The User accepts full liability for personal injury, damage, or lost property.
6. The sale of alcoholic beverages is not permitted.
7. Unless otherwise agreed upon, a non-refundable deposit of \$250.00 is required at the time of signing this agreement. Dates are tentatively reserved until full payment is received. The remainder of the fee is due two weeks prior to the event. Also, two weeks prior to the event, a separate "security" check in the amount of \$250 must be provided. This check will be cashed, but the sum will be refunded within two weeks after the event if there has been no damage to the facility and if the event ended in a timely manner.
8. Smoking is prohibited in the building.
9. If using a caterer, Certificate of Insurance for liability and workman's compensation must be supplied.
10. Clean-up must be concluded within the time set forth in the Usage Application. Clean-up must be completed the same day as the event.
 - All rooms used, bathrooms, and kitchen must be left in a clean condition and all personal property removed the same day.
 - All furniture must be returned to original positions.
 - Police the outside for litter.
 - All equipment must be out of the building the same day.
 - If a caterer is used, arrangements may be made for a location to hold rental items for pick-up.

Terms and Conditions, continued

11. User is to provide and keep in full force and effect a multi-peril liability insurance covering premises and its appurtenances, in the minimum sum of one-million dollars (\$1,000,000). User will deliver a Certificate of Liability Insurance naming Grace Episcopal Church as an additional insured no later than two weeks before date of use.
12. The User for and in consideration of the use of certain facilities owned by Grace Episcopal Church, 130 First Avenue, Nyack, NY, hereby agrees to indemnify and hold harmless the Church, rectors, vestry members, employees, staff, agents and servants, individually and severally, from and against any and all claims, suits, demands, judgments, costs, interest and expenses (including counsel fees and disbursements incurred in the defense thereof) to which the Church may be subject or suffer whether by reason of claim for any injury or death if any person or persons or any damage to the property (including any loss of use thereof), or otherwise arising from or in connection with the use of said premises by the undersigned.

I understand these conditions,

By _____ Date: _____

Accepted _____ Date: _____
Grace Episcopal Church