



## St. Paul's Episcopal Church Building Rental Contract

711 S. Saginaw St., Flint, Mi 48502 (810) 234-8637

The facilities of St. Paul's Episcopal Church are available to groups/individuals for baby showers, anniversary parties, graduation, luncheons, dinners, meetings or other similar functions.

Any person may use the Church for these events based on a first come basis with the approval of the Rector subject to the policies outlined in this agreement. A non-refundable deposit is required to secure a specific date.

Event \_\_\_\_\_ Event Date \_\_\_\_\_

This renter's contact information:

Printed name \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Barth Hall Fee Schedule/Rules:

Up to 4 hours - \$230, \$60 per hour after that with a maximum of 8 hours. For credit card payments – need to add 3.5% to rate.

A 50% deposit is required to reserve a specific date. This applies to the total rental cost. The total rental amount must be paid at least 30 days prior to the event.

Total Hours requested \_\_\_\_\_ Est rental cost \_\_\_\_\_ Deposit paid \_\_\_\_\_

Without exception, it is the responsibility of the renter to verify all information is correct and that all rules are followed and due dates met.

Evening events must be concluded by 11 PM. All guests, caterers and contractors must leave the church by this time.

No alcohol is allowed.

This facility is 100% smoke free including bathrooms, outside and building.

St. Paul's will set up all tables and chairs for the event.

Decorations and table settings are the responsibility of the renter and must be removed at the end of the event.

Renter must clean all dishes, utensils, countertops, tables, and equipment.

No lit candles are allowed.

A completed "Facility Usage Form" must be completed and submitted 30 days prior to the event. This will identify needs and allow time for setup.

The renter is responsible for all damage.

St. Paul's staff will be present during the event but will not help with food preparation or decoration of hall.

St. Paul's staff will clean floors but the renter must, for safety reasons, must be cleaned immediately.

**HOLD HARMLESS**

\_\_\_\_\_ shall indemnify, defend and hold harmless:

*Renter's name*

St. Paul's Episcopal Church, Flint and the Episcopal Diocese of Eastern Michigan and their respective officers, directors, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. Paul's Episcopal Church, Flint and the Episcopal Diocese of Eastern Michigan and their respective officers, directors, employees, agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of St. Paul's Episcopal Church, Flint by the undersigned.

The undersigned understands and accepts all the terms and conditions detailed in this contract.

Renter Name \_\_\_\_\_ St Paul's representative \_\_\_\_\_

Renter signature \_\_\_\_\_ St. Paul's Signature \_\_\_\_\_

Title (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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Date reviewed by rector: \_\_\_\_\_

Copies to: Adm Assistant \_\_\_\_ Dir Finance \_\_\_\_ Maintenance \_\_\_\_

Posted to Web Calendar: \_\_\_\_\_