

St Paul's Episcopal Church

Parish Hall Rental Agreement

1421 Goodyear Blvd.
Picayune, MS 39426
601-798-2802
stpaulsepiscopal@gmail.com

PARISH HALL RENTAL AGREEMENT

Renter's Name/Organization _____

Address _____

City _____

State _____ Zip _____

Person in Charge of the Event _____

Date of Event _____

Estimated Attendance _____

Nature of Event _____

Beginning Time _____ Ending Time _____

Allow time for set up and clean up.

Rental Includes: *check all that apply*

tables & chairs kitchen key

Is the event open to the public? *circle one*

Yes

No

Will there be music? *circle one* Yes No
Type of music?

Will alcohol be served? *circle one* Yes No
If yes, what type of alcohol? *circle one* Beer Wine

*NOTE: NO "BYOB." No "Bring Your Own Bottle"
as you are responsible for what your guests consume
and to cut them off if they have exceeded the legal limit.
In addition you will not hold the church or any of its agents
responsible for any alcohol related incidents or accidents.*

FEES

Damage Deposit: \$150

Date Received: _____

► Parishioner Rate

\$25 for less than 15 people and less than 3 hours

\$50 for up to 50 guests and/or over 3 hours

no insurance requirement

► Guest Rate

\$100 for up to 50 guests for first 3 hours,

plus \$50 for each additional hour

Kitchen: \$50

Insurance: \$95 or proof of liability insurance

No audio-visual equipment is available, but renter may use his/her own. Use of the Parish Hall and stage lighting remote control requires a \$200 deposit.

TOTAL DUE: \$ _____

TERMS AND CONDITIONS

No Smoking within the building and no littering of butts on church property.

No Pets on the property.

Chairs and Tables are not to be taken outside.

In the Event that a Facility Key Is Issued, the renter is responsible for picking up the key during normal business hours prior to the event. Once the key is picked up, the renter assumes responsibility and liability for the premises. Renter is to return the key the next business day.

The Church Is Not Responsible for any equipment brought to the facility by the renter.

Decorations: - Only free-standing decorations are allowed in the Parish Hall. No tape, glue, staples, tacks, pins or other fixatives are allowed to anchor decorations. Rice, birdseed, confetti, soap bubbles and silly string are not allowed on the premises. Ceiling tiles are not to be lifted and no items or decorations are to be attached to the ceiling grid, windows, light fixtures or the walls. All decorations are to be removed from the hall at the conclusion of the event.

Kitchen:- If the kitchen is used, all food must be catered in or the type that requires minimal preparation. Ovens may be used to keep food warm. The refrigerator may be used to keep food and drinks cold. Caterers must provide their own equipment. Garbage must be placed outside in the containers.

Clean-Up: At the conclusion of the event the lessee shall leave the premises and equipment in a reasonably neat and presentable condition. Lessee is responsible for cleaning and

wiping down tables, utensils, sinks and counters in the kitchen and carrying out the garbage to the garbage containers adjacent to the parking lot. Bathrooms must be left clean and tidy.

Deposits are returned within seven days of the conclusion of the event and an inspection will be done within 24 hours after the event.

The Person Signing this Agreement is responsible for upholding all these provisions.

The applicant agrees to indemnify, defend and hold harmless St Paul's Episcopal Church, its agents, officers, and employees, and each of them, from all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's rental and use of the Church's facilities.

The undersigned has read and understands the conditions herein and made part of the rental agreement and agrees to all of the aforementioned rules, regulations and conditions of use for St Paul's Episcopal Church facilities.

Signed _____

Date _____

Print Name _____

Contact Information _____