

PARISH HALL RENTAL AGREEMENT

ST. STEPHENS EPISCOPAL CHURCH

199 W Baltimore Avenue
Clifton Heights, PA. 19018-1405

NAME OF ORGANIZATION: _____

TYPE EVENT: _____

RESPONSIBLE PERSON: _____

PHONE: (Home) _____

ADDRESS: _____

CELL: _____

CITY: _____ STATE: _____

EVENT DETAILS

HALL Rent (\$95/115/hr) DATE: _____ START: _____ END: _____ TOTAL Hrs; _____ (Incls 1/2 hr set up/breakdown)

Add'L Setup (\$50/Hr) Date: _____ START: _____ END: _____ TOTAL Hrs: _____

FACILITY(ies) to be rented (check all that apply)

Parish Hall _____ Kitchen _____ Parking Area _____ Grounds _____ Other _____

PLEASE READ CAREFULLY AND ACKNOWLEDGE BY SIGNATURE

1. Parish Hall Rental Fee - \$ 95 per hour. If utilizing the kitchen equipment, Rental Fee is **\$ 110 per hour.**

NOTE: Renter MUST ASSURE all gas appliances utilized are shut off BEFORE LEAVING! INITIAL _____

2. Security Deposit - \$ 200 deposit is required (separate from Rental Fee). Deposit must be received at time of execution of this agreement. The deposit will be returned once the facility is inspected after the event. If there are damages to the facility (ies), the costs of repairs and cleaning will be deducted. If the damages amount to greater than the deposit, the user will be billed for those additional costs.

DEPOSIT WILL NOT BE RETURNED IF EVENT IS CANCELLED LESS THAN 2 WEEKS PRIOR TO EVENT OR IF EVENT EXTENDS BEYOND CONTRACTED TIMES.

3. Insurance - an insurance rider/binder, in the amount of \$ 250,000, covering the rental period, must be

procured by the renter and provided two (2) weeks prior to the event. The rider must name **St Stephens Episcopal Church, the Episcopal Diocese of Pennsylvania and The Church Foundation** as additional insured parties.

If Alcohol is to be consumed, a seperate "Rider" will be Required.

4. Indemnification - The renter/signatory agrees to indemnify **St Stephens Episcopal Church, The Episcopal Diocese of Pennsylvania and The Church Foundation** and hold them harmless from any damages or any claim, legal or equitable, that arises against St Stephens Church, directly or indirectly, whether or not said claim has merit, as a result of the rental of St Stephens facilities. This will include costs, attorney fees, or damages for any tort, personal injury or property damage of any person who is a client or invited guest, an invitee or licensee to the person or group renting the space/facilities. The RENTER is solely responsible for compliance with any applicable state, local and Federal laws.

NOTE: DEDUCTABLES on the policies will not exceed \$100 !!!

SEE ADDITIONAL REQUIREMENTS ON REVERSE SIDE OF AGREEMENT

I have read the above and agree to those terms and have received a copy of this agreement and terms:

RENTER SIGNATURE: _____

Date: _____

Church Officer Signature: _____

Date: _____

SUMMARY OF CHARGES

DEPOSIT : (refundable) \$ _____

HALL RENTAL: (@ \$ 95 per hr) \$ _____

Discount (If Applicable): \$ _____

Additional Setup (@ \$50 per hr): \$ _____

TOTAL CHARGE: \$ _____

w/KITCHEN: @ \$ 110 per hour: \$ _____

CLEANING CHARGE: @ \$ 100 per Hr. _____

**PARISH HALL RENTAL AGREEMENT
RULES AND REGULATIONS**

1. The use of space is only as designated in the agreement. Second floor and basement of Parish Hall are off limits.
2. In accordance of Clifton Heights Fire Code, No more than 75 people may be in the Parish Hall.
3. All local, state and federal codes apply. This includes noise levels.
4. The Parish Hall must be left in the condition in which it was found. If church labor is required to return the hall to “pre-rental condition”, those costs will be deducted from the security deposit. Balance of the cost, if any, will be returned. If any damages are incurred that require costs in excess of the deposit, the renter will be billed for those costs.
5. Floors must be swept and clean.
6. Kitchen counters and sink must be clean.
7. All garbage must be secured in appropriate trash bags, removed & placed in the dumpster in the rear of the Parish House.
8. NO SMOKING IN THE BUILDING
9. NO SMOKE GENERATING DEVICES IN THE BUILDING
10. **CLEANING-** If St Stephens is required to clean up, a FEE of \$100 per hour will be charged
11. **TEMPERATURE CONTROLS**
 - a. SUMMER REQUIREMENTS- If Air Conditioning is utilized, Renter must assure that the system is turned OFF prior to departure from the facility.
 - b. Winter Requirements: Renter must assure the thermostat is set back to 60 degrees prior to departure.

12. COVID PROVISION: *If applicable at the time*, Renter agrees that they will abide by all the CDC requirements issued regarding protections of all their attendees, to include, but not be limited to:

- a. Socially distancing individuals not included in a family “bubble”;
- b. Wearing protective masks when not consuming food or drink;
- c. Wearing protective attire, gloves, etc. when handling food items; and,
- d. Any other requirements that may be imposed by the CDC

ACKNOWLEDGEMENT

I acknowledge that I understand and will comply with these Rules and Regulations and have received a copy:

RENTER SIGNATURE: _____ **DATE** _____

CHURCH OFFICIAL: _____

EMERGENCY CONTACTS

In case of any emergency, please contact the following church personnel, in the order listed:

1. **Frank Prendiville - 610-209-9545**
2. **John Bartholomeo - 610-304-2200**
3. **Anmarie Bartholomeo - 610-304-2201**

TO BE COMPLETED BY CHURCH:

Deposit Fee Received by _____ **on** _____ **Rental Fee Received by**

_____ **on** _____ **Insurance Certificate Received by**

_____ **on** _____ **Alcohol Rider Received by** _____ **on**

_____ **Security Deposit Returned (if Applicable) On** _____