

ST. GEORGE GREEK ORTHODOX CHURCH

REV. SPYROS MOURIKIS COMMUNITY CENTER

Final approval of this Rental Agreement will be subject to the Parish Council of the church.

FEES

Application Deposit: A **\$100** deposit is required with the signed agreement. The application will go before the Parish Council and once it is approved the deposit will be applied to your invoice. The remaining balance will become due and payable no later than 30 days prior to the function date. In the event the application is not approved, the deposit will be refunded.

Community Center Rental Fee: \$1,500 is for the rental of the Rev. Spyros Mourikis Community Center for four (4) hours, not including set-up. Set-up must occur during Church business hours.

Library Rental: \$200 is the Anasis Library rental fee, due 30 days prior. This room is rented as is.

Security Deposit: \$1,000 is due 30 days before the event. Your check will be deposited. It is agreed that any additional charges incurred, as a result of the function, will be deducted from this deposit prior to a refund to the CUSTOMER. If no charges are incurred during the function, and there is no damage to the room or its contents, the security deposit will be refunded in full within 10 business days of the event.

Other Fees: Additional hours beyond the 4 hours for the event will be billed at **\$100** per hour.

Security Detail Deposit: A deposit of **\$240** is due 30 days prior to the event when a security detail is required.

Returned Check Charge: CUSTOMER agrees to pay a **\$25** service charge for all returned checks.

INCLUDED IN RENTAL FEE

- Tables
- Chairs
- Portable stage if needed
- Center Staff will be on duty during the entire event. The Staff member will open the Facility and provide information and direction as needed. NOTE: The Staff member will not be available to serve or decorate and will not be involved in the Event

HOURS

-The St. George Building Superintendent is available to unlock/lock the doors 1 hour prior to the agreed start time of the function and until 1 hour after the end time.

-Functions ARE NOT ALLOWED to continue past MIDNIGHT.

-Set-up time is available the business day before the event, from 9:30 a.m. until 3 p.m.

-NOTE: On the day of the event, the contract includes 1 hour before event start time for set-up. Any additional hours prior to event, outside of allocated time, will be billed at \$50 per hour.

ALCOHOL

- Serving of alcohol will be handled by caterer
- Any sale of liquor must be covered by a liquor permit, a copy of which must be submitted to St. George Greek Orthodox Church prior to the event and posted during the event.
- A security detail is required at all events serving alcohol at the expense of the client.
- Alcoholic beverages shall not be consumed by anyone under 21 years of age.
- Alcoholic beverages must be consumed within the Community Center Hall
- Kegs and pitchers of beer or wine and shots are not allowed.

SMOKING

Smoking is prohibited inside the building AND on the church sidewalks.

DECORATIONS

- Decorations must be fire proof and meet all fire ordinances
- Decorations may not be fastened to the walls with thumb tacks, nails or staples
- All exits MUST be clear of any obstructions and remain open at all times
- Nothing may be removed from the walls, classrooms, or kitchen

INSURANCE

In order to use the facility, CUSTOMER shall take out, at their expense, and keep in force during the event covered by this Agreement, general liability insurance naming the Center as additional insured. A copy of insurance coverage must be submitted to the Church at least 10 days prior to your event date. No event will proceed without evidence of insurance.

SECURITY

Center requires security for events in which alcohol is served. Center reserves the right to require security based on size, and nature of the event. The Center will arrange for security to be paid for by the CUSTOMER. The price for security will be \$40 per hour (minimum of four hours). *A security detail is required at all events serving alcohol, at the expense of the client*

CLEAN UP

Clean-up is the CUSTOMER'S responsibility. Any CUSTOMER leaving trash in the main hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs. CUSTOMER must finish the clean-up no later than the time the CUSTOMER has identified as the ending time for his/her event.

CUSTOMER is responsible for the following cleaning duties:

Any labor required by St. George's custodian to clean the room or grounds will be done so at a charge of \$50 per labor hour and deducted from CUSTOMER'S security deposit.

- All tables must be cleared of all items such as table linens, dishes, decorations, etc.

- All trash must be moved from the facility and placed in the dumpsters immediately following the completion of the function. CUSTOMER provides their own trash liners.
- All decorations must be taken down and removed from the Facility.

MISCELLANEOUS

- Children under 12 years of age must be supervised. Please see the attached addendum.
- Live animals, except for service animals, may not be brought onto the premises.
- CUSTOMER and guests are restricted to the rental area.
- Center staff may enter any of the rented premises at any time on any occasion.
- CUSTOMER must make sure that the number of guest does not over-exceed the stated amount.
- CUSTOMER will be billed for damage to property and additional clean-up.

Hall Rental Application

DATE OF EVENT _____

START TIME OF EVENT _____

END TIME OF EVENT _____

Max. 4 hours—No later than Midnight

Name _____

Address _____

Phone _____ Cell Phone _____

Email _____

Please answer the following questions:

1. Type of function:

- Wedding
 - Anniversary
 - Birthday
 - Shower (Wedding, Baby)
 - Other (Specify Below)
- _____

2. Number of People: _____

3. Are you having food? Yes No

3. Name of Caterer (List from which to choose attached)

4. Are you having music? Yes No

If yes, Live band DJ

Name of Band: _____

Band Phone Number: _____

5. Will there be ANY alcohol at this event? yes no

Refer to Caterer for alcohol serving information.

<i>Proof of Insurance</i>	
<i>Center/Hall</i>	<i>\$1,500</i>
<i>Library</i>	<i>\$200</i>
<i>Security Deposit</i>	<i>\$1,000</i>
<i>SUBTOTAL</i>	
<i>Security</i>	<i>\$40/hr</i>
<i>Cleaning</i>	<i>\$250</i>
<i>TOTAL</i>	

**ST. GEORGE GREEK ORTHODOX CHURCH
REV. SPYROS MOURIKIS COMMUNITY CENTER
RENTAL AGREEMENT**

CUSTOMER AGREES TO THE FOLLOWING:

CUSTOMER shall indemnify, defend, and hold the CENTER harmless from and against any and all damages, losses, claims, judgments and costs (including attorneys fees), unless caused solely by gross negligence or willful misconduct by CENTER's officers, employees, agents or contractors, arising from (a) CUSTOMER's use of the Center;

- CUSTOMER agrees to be responsible for any damage done to the function room or any other part of the site by the CUSTOMER, guests, invitees, employees, independent contractors, or other individuals under the CUSTOMER 'S control.

-The CENTER will not assume or accept responsibility for conditions beyond the control of the CENTER or damage to or loss of any merchandise or articles left in the room prior to, during, or following the CUSTOMER'S function.

- CUSTOMER agrees to pay any charges/expenses, not covered by the security deposit, incurred by CUSTOMER 'S use of the facility.

-In the event the CUSTOMER requires assistance, CUSTOMER agrees to notify the staff or security personnel of their specific needs so they can be addressed as soon as possible.

-In the event of an emergency that requires fire, police or emergency medical personnel, CUSTOMER agrees to call 911 immediately. CUSTOMER 'S security personnel are not trained or qualified to administer emergency services.

-In the event the CUSTOMER cancels this agreement less than 30 days prior to the rental date, all deposits shall forthwith be forfeited.

CONDITIONS:

CENTER reserves the right to cancel this agreement at any time, with or without notice, in the event that any term, condition or promise in this Agreement has been or is being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing. If the CENTER brings any action to enforce any of the terms, conditions or promises in this Contract, it shall be entitled to its reasonable attorney's fees incurred in such an action.

It is understood by the undersigned CUSTOMER that this agreement is tentative and not binding until initial payment and this signed agreement is received. Customer attests to have read and agreed to all terms stated above.

Print CLIENT Name

CLIENT Signature

Date

Print Council Name

Council Signature

Date

CHILD CARE
ADDENDUM TO RENTAL AGREEMENT

Strict supervision will be maintained by a named individual who will be responsible for supervising children attending a function in Community Center

Name of Adult Supervising Children

Date: _____

Print Renter's Name

Date: _____

Renter's Signature

Date: _____

Church Representative's Signature

Date _____

EVENT SET-UP ADDENDUM TO RENTAL AGREEMENT

Renters Name _____

Date of Event _____

***** PLEASE NOTE**

When you rent the community center for your function, the fee permits the customer to set-up one business day prior to the event. You will also be granted one (1) hour of set-up time (decorating, etc.) prior to the start of your event.

Any hours you use to decorate other than the 1 hour or the "included" hours listed below, are billable hours at \$50 per hour.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30 am to 3:30 pm	9:30 am to 3:30 pm	9:30 am to 3:30 pm	9:30 am to 3:30 pm	9:30 am to 3:30 pm		