



COMMUNITY CENTER RENTAL CONTRACT

FOR USE OF
THE ST. GEORGE GREEK ORTHODOX CHURCH
REV SPYROS MOURIKIS COMMUNITY CENTER

DATE OF FUNCTION _____ TIME _____
Max. 5 hours—no later than Midnight

Client's Name _____

Client Address _____

Phone # _____

Cell Phone _____

What kind of function is this? _____

Will it be catered? _____ Caterer? _____

CHARGES: \$900.00 for the rental of the Rev. Spyros Mourikis Community Center only for the five (5) hours specified above, not including set-up and necessary clean up periods. Additional hours will be billed to the CLIENT at **\$100.00** per hour (increments of one hour for periods of 15-60 minutes).

The Rev. Spyros Mourikis Community Center ("CENTER") recommends to Client that music and the service of food and beverages terminate promptly at the end time listed in order to facilitate the orderly completion of the event prior to the contracted deadline. You will have one hour to clean up.

The fee for room rental will include tables, chairs, standard size dance floor, and room set up for the recommended room occupancy. Special equipment requirements are available for an additional rental fee.

To best accommodate all set-up requests, the final arrangement must be confirmed with the Center no less than three (3) working days prior to the event date. Should any changes to the room set-up occur after the room is set, an additional labor charge will be incurred at the rate of \$25* per hour, minimum one (1) hour charge.

A \$100 deposit is required with signed agreement. The remaining portion of the room rental plus the other charges will become due and payable no later than two weeks prior to the function date. The rental agreement will then be present to the Parish Council and approved/disapproved.

A \$400 security deposit is due 30 days before the event. This deposit will be cashed and then a check reissued if everything is in order after your function. It is agreed that any additional charges incurred during the function will be deducted from this deposit prior to a refund to the CLIENT. If no charges are incurred during the function and there is no damage to the room or its contents, the entire damage deposit will be refunded within ten business days of the event. CLIENT agrees to pay a \$25 service charge for all returned checks. CENTER reserves the right to collect from CLIENT



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any charges and/or damages not covered by the security deposit incurred by CLIENT's use of the room.

CONDITIONS:

- CLIENT represents that the event is hosted by CLIENT. In the event that CLIENT misrepresents the purpose of party or event, CENTER has the unilateral right to cancel / terminate party and CLIENT would be the liable party for cancellation fees as previously stated.
 - Client may have access to the room to decorate beginning at 9:00 a.m. on event day, however, the room may not be completely prepared or released for the event by CENTER until two hours before the scheduled event. Functions are not allowed to continue past 12:30 a.m.
 - 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 to the expense of the client.
- _____ Your initials indicate you have read the above.

DECORATIONS

- Decorations must comply with the fire ordinances and may not be fastened to the walls with thumb tacks, nails or staples. Smoking is prohibited inside the party room AND on the church sidewalks.
 - All trash, decorations, or other debris must be moved from the room and placed in the dumpsters immediately following the completion of the function. CLIENT provides their own trash liners. Any labor required by St. George's custodian to clean the room or grounds will be done so at a charge of \$25* per labor hour.
- _____ Your initials indicate you have read the above.

CLIENT AGREES TO THE FOLLOWING:

- CLIENT shall indemnify, defend, and hold 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) CLIENT's use of the Center;
 - CLIENT agrees to be responsible for any damage done to the function room or any other part of the site by the CLIENT, his/her guests, invitees, employees, independent contractors, or other agents under the CLIENT'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 CLIENT's function.
 - Alcoholic beverages shall not be consumed by anyone under 21 years of age. Alcoholic beverages must be consumed within the premises.
 - In the event the CLIENT requires assistance, CLIENT agrees to notify the staff or security personnel of their specific needs so they can be addressed as soon as possible. In event of an emergency that requires fire, police or emergency medical personnel, CLIENT agrees to call 911 immediately. In these cases, CENTER would act in the same manner and the emergency response may be unduly delayed if CLIENT delays. CENTER's security personnel are not trained or qualified to administer emergency services. On-Site staff may be located at the office or via cell phone at (508) 864-5686.
 - 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.
- _____ Your initials indicate you have read the above.



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SUMMARY OF CHARGES

- 1. \$900 _____ Hall Rental fee is due 30 days before your event. \$100 security deposit is due when application is submitted.
- 2. \$400 _____ The application will then be brought before the church's Parish Council who meets the 2nd Tuesday of The month for approval. Upon notification of approval, \$400 REFUNDABLE security deposit is due. Make payable to St. George Greek Orthodox Church. (The check will be cashed and returned after the event if everything is in order.)
- 3. \$150 _____ If renting kitchen, \$150 is due 30 days before event
- 4. \$200 _____ Anasis Library Rental Fee - Room is rented as I
- 5. _____ Additional charges (see attached itemized sheet)

It is understood by CLIENT that this agreement is tentative and not binding until initial payment and this signed agreement is received.

CLIENT

Date

Parish Council President for CENTER

Date

- 1. The St. George custodian is here to unlock/lock the doors 2 hours prior to the agreed start time of function and until 1 hour after the end time.
- 2. All cleaning is to be done by the renter.
- 3. Any refuse that is left by your party, will be cleaned up by the custodian at the stated rate of \$25* per man, per hour. The list of items that our staff will consider in their cleaning includes, but is not limited to:
 - Trash: Any refuse that cannot be vacuumed will be put into bags and removed by our staff. There is a \$5.00* charge for each bag of trash removed by our staff.
 - Decorations: Any decorations left behind (including, but not limited to, balloons, streamers, & center-pieces) will be considered trash, and will be bagged with other trash at \$5.00 per bag.

St. George Greek Orthodox Church

Rev. Spyros Mourikis Community Center

Custodian (508) 775-3045

Property Damage:



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Any St. George property, which is broken during your party, will be subject to repair at the sole cost to the client. As long as you attend to the above consideration on the same day as your party, you should receive a full return on your entire damage deposit.

Dumpsters:

Locations of the dumpster is outside the kitchen to the right. Please put all of your trash in the dumpsters.