



Saint Mary's Church Fellowship Hall

Rental Fees Overview

✓ **Fellowship Hall Rental Fee:**

(Parking, Hall, Kitchen, Tables with tablecloths, and chairs)

- \$2,000 – 50 people
- \$2,500 – 100 people
- \$3,000 – 150 people
- \$3,500 – 200 people
- \$4,000 – 250 people

✓ **Damage Fee***(refundable if conditions are met): \$1,500*

✓ **Cleaning Fee***(refundable if conditions are met): \$1,000*

The Damage and Cleaning Fees (\$2,500) are required to reserve the space regardless of the numbers of people attending and it is due at the signing of the agreement.

The “**Fellowship Hall Rental Fee**” is due 30 days prior to starting of the event to give the Renter time to identify with more accuracy the number of people attending.

✓ **Cancellation Policy**

All cancelations must be made in writing and delivered to the Owner. All fees are refunded if the agreement is cancelled within 5 business days from the Agreement Date. If cancelled more than 30 days before the event, the Renter is not refunded the Damage Fee of \$1,500. If cancelled within 30 days of the event, the Renter is not refunded any fees paid to secure the Hall.

✓ **Additional Fees:**

If the catering company wants to cook in the Owners kitchen or if the ranges and the ovens are used for cooking, there will be an extra fee of \$500/event.

✓ **Start and End Time for a Saturday Event**

From 10:00AM Friday to 6:00PM Sunday

Saint Mary’s Church Fellowship Hall
Rental Agreement

This contract and the Exhibits A, B for the rental of the Fellowship Hall called the “Hall”, is made this day, _____, by and between the parties “Owner”, and “Renter” below:

The PARTIES to this Agreement include the following:

Owner: Saint Mary’s Church Fellowship Hall

Address: 2875 Winder Hwy, Dacula, GA 30019

Contact Person: _____ Phone: _____ Email: _____

Renter: _____

Address: _____

City/State/Zip: _____

Cell: _____ Email: _____

Whereas the Renter must be at least 21 years old and desires to temporarily rent, occupy, and make use of the Owner’s Hall, located at 2875 Winder Hwy. Dacula GA 30019 and known as Saint Mary’s Church Fellowship Hall, and

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

I. EVENT DESCRIPTION / HALL ACCESS:

- a. Date of the Event _____
b. Type of Event _____ Number of People Attending: _____
c. Catering Company _____ Other Contractors: _____

II. The Renter shall have access to and use of the hall from _____ o’clock on _____, RENTAL TIME STARTS to _____ o’clock on _____, RENTAL TIME ENDS for the purpose of hosting the Renter’s event.

III. RENTAL COST: The full rental fee for the use of the Hall described in Paragraph I above and according to the number of people shall be \$ _____.

The rental fee is due 30 days before the Date of the Event. The Rental fee is not refunded if the event is cancelled within 30 days of the event.

IV. REFUNDABLE DEPOSITS: The Renter shall pay to the Owner the sum of \$2,500 (Damage Fee and Cleaning Fee)at the signing of the lease. This amount is paid to secure your date for the Hall.

V. CLEANING FEE: The Renter has to pay \$1,000 refundable cleaning deposit for cleaning the facility. If the facility needs to be cleaned after the event, the cleaning fee will be used by Owner to hire a cleaning crew to clean the Hall. If the Renter agrees to clean the facility according to the check list attached to this contract and named Exhibit A, he will be refunded by check the refundable cleaning fee within 10 business days after the event end date.

VI. RETURN OF REFUNDABLE DEPOSITS: Upon Renter’s completion of his/her obligations under Paragraphs above and Exhibits A and B, the Owner shall return to Renter within 10 business days of the event end date, the refundable deposit minus any amounts deemed necessary to perform additional cleaning and repair damages inflicted upon the Hall by Renter and/or Renter’s associates, guests, invitees, contractors, and all other persons whatsoever who enter the Hall during the rental period, whether or not such persons did so with Renter’s knowledge or consent.

VII.REMOVAL OF BELONGINGS: Renter shall remove all personal property, trash, and other items that were not present in the Hall when Renter took control of it.

VIII. CANCELLATION POLICY: All cancelations must be made in writing and delivered to the Owner or Renter. All fees are refunded if the agreement is cancelled by Renter within 5 business days from the Agreement Date. If cancelled more than 30 days before the event, the Renter is not refunded the Damage Fee of \$1,500. If cancelled within 30 days of the event, the Renter is not refunded any fees paid to the Owner. All fees are refunded if the agreement is cancelled by Owner.

IX. UNPAID BALANCE FEES: In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 10% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

X. LIABILITY: Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter’s guests while Renter is in control of the Hall and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter’s use of the Hall. Renters shall be responsible for insurance on his/her own property and agrees not to hold Owner liable for any damages to Renter’s property on the premises

XI. RENT INCLLUSIONS/EXCLUSIONS: In the renting amount for the Hall, The Owner will provide also:

- ✓ 66-inch round tables with tablecloths and folding chairs with chair covers.
- ✓ 8 ft. rectangular tables for different use
- ✓ Access to the kitchen; refrigeration and warming of the catered food and desserts. There will be no cooking from scratch in the kitchen unless the Renter pays the additional kitchen fee below.

Kitchen Fee: If the catering company wants to cook from scratch in the Owners kitchen and the ranges and the ovens are used for cooking, there will be an extra fee of \$500/event to be collected 30 days before the event date, in the same time with the rental fee. Initials

XII. SECURITY GUARD: The Owner is not providing a security guard for the event above. The Renter agrees to rent the facility without the security guard. Initials

XIII. PAYMENTS: All payments due herein shall be made using cash, personal check or cashier’s check. Personal checks shall be made payable to “Saint Mary Orthodox Church” at 2875 Winder Hwy, Dacula, GA 30019. Any personal check for insufficient funds is subject to a \$30.00 returned check fee. Total fees must be paid 30 days prior to the Event Date.

XIV. DISPUTES: Any disputes arising under this contract shall be adjudicated in the Owner’s local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter’s Signature, Date 	Owner’s Signature, Date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code
Cell Phone & Email:	Cell Phone & Email:
Fees Received to Secure the Hall:	Rental Fee to be Received on
\$	\$

Exhibit A

Cleaning Check List - After Event Cleaning

Renter is responsible for all cleaning and tidying of the Hall following use. Please remember that the Community Hall is a church community space and, as such, it is our collective responsibility to maintain the Hall in good condition.

The cleaning deposit will not be refunded if all cleaning responsibilities are not completed satisfactorily.

Tidy kitchen (Cleaning fee \$300)

- ✓ Kitchen - wipe down counters, sinks and stovetop
- ✓ Wash dishes and utensils and replace neatly in cupboards
- ✓ Spot Clean Sticky Stains
- ✓ Leave dirty towels, dish cloths, and tablecloths on kitchen table
- ✓ Kitchen floors are to be mopped.
- ✓ Wipe down tables and chairs
- ✓ Empty the garbage cans
- ✓ Bag the trash and remove it from the premises to the container near the Hall

Clean the bathrooms(Cleaning fee \$200)

- ✓ Sinks, counters and mirrors are to be wiped down and left clean.
- ✓ Bathroom floors are to be mopped.
- ✓ All toilets have been thoroughly cleaned

Leave the Hall the way you found it (Cleaning fee \$400)

- ✓ Leave the tables and chairs the way you found them. Do not remove the tablecloths and the chair covers.
- ✓ Clean guest fingerprints off from windows and doors
- ✓ Broom and Mop all floors
- ✓ Return all equipment, furniture, and furnishings to original location
- ✓ Remove all decorations
- ✓ Remove all trash and recycling from all receptacles
- ✓ Turn off all lights

Clean patio and yard (Cleaning fee \$100)

- ✓ Remove ALL trash, bottles, and food
- ✓ No tables and chairs outside

Safety and security:

- ✓ LOCK ALL WINDOWS and DOORS (kitchen door, patio door, front door)
- ✓ Communicate with the Hall Managers about any problems encountered

RENTER’S INITIALS:

Exhibit B

Rules and Regulations

Violation of any of these Rules and Regulations may result in the cancellation of the event, revocation of the Agreement at the discretion of Saint Mary Church Fellowship Hall, and forfeiture of deposits and fees paid.

- 1. Dates are reserved only with the complete rental Agreement and receipt of the initial fees of \$2,500.
 - 2. All fees, deposits and records, are due 30 days in advance of your event. Failure to comply with this deadline may result in the cancellation of the event and revocation of the Agreement, and forfeiture of all fees and deposits paid.
 - 3. No Smoking Indoors: There will be no smoking allowed inside facilities or within 3 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.
 - 4. Renter must be present throughout the event, from set-up through clean-up. All youth group events require adequate adult supervision throughout.
 - 5. **Events are not to exceed designated times.** Hours stated on the Agreement include time for set-up and clean-up. Arranging for set-up and clean-up is Renter’s responsibility. Caterers usually require 1-2 hours to set up and up to 1 hour to clean up. The caterer is not permitted on the Hall grounds until the start of the rental time, so please schedule accordingly. All events must conclude, and the facilities must be cleaned and vacated, by contracted ending time. Renter will be charged an overtime fee for any additional time used by the renter or caterer. **The overtime fee at \$100/hour** will be subtracted automatically from the damage deposit.
 - 6. No tape, adhesives, nails, screws, staples, tacks or pins are allowed in or on walls, woodworking, windows, furniture, masonry, building exteriors or grounds. All decorations must be removed after the event. Confetti, rice, or birdseed may not be thrown. Flower petals or bubbles are suggested alternatives.
- The owner is not responsible for any personal or professional articles or possessions that may be lost or stolen from Renter and/or Renter’s guests, participants, or contracted service providers during their use of the facilities and/or grounds.
- 7. No pets or animals of any kind are allowed in the facility, except for service animals.
 - 8. No access to staff offices, equipment storage areas, mechanical areas, learning classes or other unauthorized areas is allowed.
 - 9. No gambling is allowed.
 - 10. No indecent or illegal conduct is allowed.

RENTER’S INITIALS: