



Rental Application

Please note that completion of this application does not guarantee the approval by Christ Church Parish Kent Island of the event or the date(s) requested. A nonrefundable \$50 Booking Fee is due at the time of application. See Fee Schedule on back for additional fee information.

Renter's Name/Organization:					
Renter's Address:					
Event Information					
Event Date(s):			Event Times:		
Set-up Date/Time:			Cleanup Date/Time:		
# of Guests Expected:			Event open to the public?		
Recurring Event			If yes, frequency.		
Will there be any fees/sales?			If yes, please describe:		
Is alcohol being served?			If yes, Renter must comply with all federal, state, and local laws and terms of Rental Agreement regarding alcohol.		
Person in Charge of Event					
Name					
Phone			Email		
Additional Contact Person				Phone	
Room(s) Requested - Check all that Apply					
<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Library
<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Shand Hall		
<input type="checkbox"/>	Other (describe)				
Equipment Requested – Enter number desired (# Available)					
<input type="checkbox"/>	5' Round Tables (12)	<input type="checkbox"/>	6' Rectangular Tables (23)	<input type="checkbox"/>	8' Rectangular Tables (12)
<input type="checkbox"/>	Chairs (225)	<input type="checkbox"/>	Sound Equipment and Technician		
Application Submitted					
By:					
	<i>Print Name</i>		<i>Signature</i>		
Date:					
TO BE COMPLETED BY CHURCH					
Amount Paid			Total Rental Amount		
Date Key Assigned			Key Holder	Key Type	
Key Serial #			Date Certificate of Insurance Provided		
Application Approved by:			Date	Agreement #	

Christ Church Parish Kent Island Rental Fee Schedule

BOOKING FEE: All events require a nonrefundable \$50.00 Booking Fee which must be paid to the Church before the Church will agree to the rental. The booking fee reserves the room(s) and will be applied to the total fees due for the event.

SECURITY DEPOSIT: All events require a \$200.00 Security Deposit. The Church will return the entire Security Deposit to the Renter within 30 days after the event if all conditions of the Rental Agreement are met. The Church may make deductions from the Security Deposit for damage to or loss of Church property, extra cleaning required, extending use beyond agreed time, use of facilities other than those authorized by the Church, and, at the Church's discretion, other non-compliance with the Rental Agreement.

FACILITY FEES: Facility fees are based on the room(s) used, the length of time of the rental, and whether sound equipment and a technician are used. The facility fees are as set forth below.

Conference Room: Seats up to 25 people.

- Up to 4 Hours: \$100.00
- Additional Hours: \$25.00/hour

Kitchen: Fees for use of the kitchen alone vary depending on equipment use and must be discussed with a Church representative.

- Amount Determined for Rental: _____

Library: Seats up to 10 people.

- Up to 4 Hours: \$80.00
- Additional Hours: \$22.00/hour

Sanctuary: Seats up to 400 people.

- Up to 4 Hours: \$750.00
- Rental time includes up to 2 additional hours for set-up and up to 2 additional hours for clean-up
- Additional Hours: \$100.00/hour
- Sound Technician: \$75.00*

Shand Hall: Seats up to 287 (without tables) and up to 134 (with tables) people.

- Up to 4 Hours without Kitchen Use: \$650.00
- Up to 4 Hours with Kitchen Use: \$750.00
- Rental time includes up to 2 additional hours for set-up and up to 2 additional hours for clean-up
- Additional Hours: \$75.00/hour
- Sound Technician: \$75.00*

PAYMENTS: The Booking Fee is due at the time the Rental Application is submitted to the Church. When the Rental Application is approved by the Church, the Security Deposit and Facility Fees are due and payable. If the reservation is made within 30 days of the event, either cash or a certified check may be required. Checks returned by the bank for non-payment are subject to a \$35.00 fee per check as provided by Maryland law.

*Use of sound equipment and technician must be approved by the Church in advance of the Event.