



Rental Application & Agreement

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.

Event Information			
TYPE OF EVENT			Today's Date
Event Date(s):		Event Times:	
# 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?	Renter must comply with all federal, state, and local laws and terms of Rental Agreement regarding alcohol.		
Renter's Information			
Name/Organization:			
Renter's Address:			
Person in Charge of Event			
Name:			
Phone:		Email:	
Additional Contact Person:			Phone:
Food Service Contact Information			
Name:			Phone:
Room(s) Requested - Check all that Apply			
<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	Kitchen
<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"/>	Chairs (225)	<input type="checkbox"/>	Sound Equipment and Technician
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano/Organ
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Television
Rental Fees			
Total Rental Fees	\$	Amount Paid	\$
		Date	
Application Submitted			
By:			

Print Name

Signature

TO BE COMPLETED BY CHURCH			
Set-up Date/Time:		Cleanup Date/Time:	
Date Key Assigned:	Key Holder:		Key Type:
Key Serial #		Date Certificate of Insurance Provided:	
Application Approved by:			Date:
Staff Working Event:			



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Fee Schedule

BOOKING FEE: Events require a non-refundable \$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: A \$200.00 Security Deposit is required. The Church will return the entire Security Deposit to the Renter within 30 days of 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 vary depending on equipment use.

- Amount Determined for Rental: _____

Library: Seats up to 10 people

- Up to 4 Hours: \$80.00
- Additional Hours: \$20.00/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.



Rental Application & Agreement

This Rental Agreement is between Christ Church Parish Kent Island (“the Church”) and the Renter, as specified on page 1 of the rental application. The Church and the Renter agree as follows:

Use/Condition of Church Property

1. The Renter shall use only the facilities, furnishings, and equipment specified in this Rental Agreement and only on the dates and at the times set forth on page 1 of the rental application. Those dates and times are hereinafter sometimes referred to as “the Event.”
2. Under no circumstances shall the Renter sublease or allow any other organization or individual to use the rented facilities during the dates and times of the Event.
3. All children 18 & under must be accompanied by an adult at all times.
4. Under no circumstances shall the Renter occupy any room in excess of the authorized fire regulation capacity for that room.
5. The Renter shall ensure compliance with all applicable Federal, State and local laws and regulations during the Event.
6. No items or décor may be attached or affixed to walls or furniture without prior authorization of the Church.
7. Renters or their caterers must furnish all food, drinks, ice and equipment, including linens, flatware, cups, dishes, and utensils for the Event.
8. If professional caterers are used for the Event, the caterers must provide proof of insurance and be approved by the Church 7 days prior to the Event.
9. Parking shall be in designated areas only. There is absolutely NO parking on any Church grounds surface other than the parking lots.
10. The Renter is responsible for the care and clean-up of Church facilities, furnishings, and equipment, leaving all in pre-rental condition. The Renter must remove all trash, food, and other Event supplies. If the Renter is provided with a key to the Church, all doors must be locked unless otherwise instructed by the Church. The Church key may not be given to another individual without first notifying the Church.
11. Any loss or damage to Church facilities, furnishings, or equipment must be immediately reported to the Church. The Church will arrange for all repairs and/or replacements, but all costs associated with damage and loss will be paid by the Renter through the Security Deposit and additional funds as needed.
12. The Church reserves the right to have a representative present during the Event.
13. The Church will not assume any responsibility for goods delivered to or left at the Church for the Renter before the event. The Church is not responsible for lost or stolen articles or items left on the Church premises or for damage to any product or equipment of the Renter.
14. The Renter shall not use the name or address of the Church as the official address of the Renter.

Smoking and Alcohol

15. Smoking/Vaping within any part of Church facilities is strictly prohibited and will result in the forfeiture of your deposit. If people attending the Event smoke outside the building, the Renter is responsible for cleaning up any smoking materials.
16. Alcohol consumption at the Event is allowed only if the Church agrees in writing before the Event. If approved, *non-alcoholic* beverages must be as readily available as alcoholic beverages. Alcohol service must be monitored by a responsible adult and may not be provided to persons under age 21.
17. If alcohol is to be sold at the Event, or if alcohol is served and there is an admission fee for the Event, the Renter must obtain from Queen Anne’s County a “Special/Temporary Retail Alcoholic Beverage License.” A copy of this license must be submitted to the Parish Administrator of the Church no less than 30 days before the Event.



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Indemnification and Insurance

18. The Renter agrees to indemnify, defend and hold harmless The Episcopal Diocese of Easton, Christ Church Parish Kent Island, their officers, agents, and employees, and each of them, from any and all losses, costs, expenses (including reasonable attorney’s fees), claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property or third persons directly or indirectly arising out of or in any way connected to the rental and use of the Church’s facilities.

19. The Church may require the Renter to provide the Church with a Certificate of Insurance at least 30 days prior to the Event, that names Christ Church Parish Kent Island as an additional insured and shows insurance for at least \$500,000.00 for each occurrence, and \$1,000,000 total for bodily injuries and property damage covering risks associated with the use of the Church facilities.

20. The Church is excused from performance for any period where it is prevented from performing in whole or in part, as a result of an act of God, court order, or other cause beyond its reasonable control.

Rental Dates, Times, Facilities and Equipment

21. The dates, times, facilities and equipment rented by the Church to the Renter pursuant to this agreement are as stated on page 1 of this agreement.

22. The Church organ, piano, musical instruments and video equipment shall not be used by the Renter or anyone attending the Event, unless authorized in writing by the Church. Unauthorized use will result in forfeiture of your deposit. The Church kitchen and sound system shall not be used during the Event unless specifically provided for in this Rental Agreement.

Fees

23. Fees for the rental are (1) a \$50 Booking Fee, (2) a \$200 Security Deposit, and (3) a Facility Fee based on the specific rooms and equipment that are rented. The Booking Fee is due when the Renter signs this Agreement, is non-refundable, and is applied to the total fees due from the Renter. The Security Deposit and Facility Fees are due at the time the Church signs this Agreement.

24. The Facility Fee for this rental is the amount shown on page 1 of the agreement.

Termination of Agreement

25. Either party may terminate this Agreement by giving 14 days written notice to the other party.

Compliance

26. The Renter is responsible for compliance with all the conditions of this Agreement. The person signing this Agreement for the Renter is at least 21 years of age and has read, understands, and agrees to the terms of this Agreement.

RENTER

(Print Name)

(Signature) (Date)

CHRIST CHURCH PARISH KENT ISLAND

(CHURCH STAFF Authorized Signature) (Date)