



Funeral Rental Application & Agreement

Service Information							
FULL NAME of deceased:		Today's Date:					
Date of Service:	# of Guests Expected:						
Time of Visitation:	Time of Funeral:						
Time of Repast:							
Funeral Home Information							
Name/Organization:							
Phone Number:							
Contact Person/s							
Name:		Phone:					
Name:		Phone:					
Food Service Contact Information							
Name:		Phone:					
Room(s) Requested - Check all that Apply							
<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Shand Hall		
<input type="checkbox"/>	Conference Room	<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 (10)		
<input type="checkbox"/>	Chairs (225)	<input type="checkbox"/>	Sound Equipment and Technician	<input type="checkbox"/>	Piano/Organ	<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:
Application Approved by:	Date:
Staff Working Event:	



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Rental Fee Schedule

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.

Viewing & Funeral Only-Sanctuary: Seats up to 400 -**Shand Hall:** Seats up to 287

- Up to 4 Hours: \$500.00
- Rental time includes 1 additional hour for set-up and 1 additional hour for clean-up
- Additional Hours: \$100.00/hour
- Sound Technician: \$75.00

Viewing & Funeral in-Sanctuary: Seats 400 **with Reception in Shand Hall:** Seats 134

- Up to 6 Hours Total: \$850.00
- Rental time includes 1 additional hour for set-up and 1 additional hour for clean-up
- Additional Hours: \$100.00/hour
- Sound Technician: \$75.00

Viewing, Funeral & Reception in Shand Hall: Seats 134

- Up to 6 Hours Total: \$750.00
- Rental time includes 1 additional hour for set-up and 1 additional hour for clean-up
- Additional Hours: \$100.00/hour
- Sound Technician: \$75.00

Funeral & Reception Only in Shand Hall: Seats 134

- Up to 4 Hours Total: \$650.00
- Rental time includes 1 additional hour for set-up and 1 additional hour for clean-up
- Additional Hours: \$100.00/hour
- Sound Technician: \$75.00

PAYMENTS: Payment must be made prior to the date of the service. 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.



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This Rental Agreement is between Christ Church Parish Kent Island (“the Church”) and the Renter, as specified on page 1 of this document. 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 this document. 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. 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. Renters or their caterers must furnish all food, drinks, ice and equipment, including linens, flatware, cups, dishes, and utensils for the Event.
7. Parking shall be in designated areas only. There is absolutely NO parking on any Church grounds surface other than the parking lots.
8. 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 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.
9. 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.
10. The Church reserves the right to have a representative present during the Event.
11. 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 damages to any product or equipment of the Renter.

Smoking/Vaping and Alcohol Use

12. 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.
13. 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.



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Indemnification and Insurance

14. 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.

15. 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

16. 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.

17. 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

18. Fees for the rental are calculated at the time of booking.

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

Termination of Agreement

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

Compliance

21. 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)