

Facility Rental Application

First Evangelical Lutheran Church
232 Bristol Street Southington, CT 06489



Date desired

(List 1st & 2nd choices): 1st: _____ 2nd: _____
Time in: _____ Time out: _____

Name: _____

Address: _____

Phone: (Home) _____ (Other) _____

Email: _____

What is the nature of the event you are planning?

How many guests are expected? _____ Will alcohol be served? _____

What facilities do you wish to use? _____ Parish Hall _____ Sanctuary _____ Kitchen _____ Piano

RENTAL FEES

	<u>Non-Members</u>	<u>Members</u>
Parish Hall	\$175.00	\$100.00
Sanctuary	\$200.00	\$110.00
Kitchen Usage	\$ 50.00	\$40.00
Piano Usage	\$ 75.00	\$35.00
Lounge Usage	\$ 35.00	n/a

Winter surcharge (November thru May)....\$25.00

Please note: Fees must be paid two weeks in advance of use.

POLICIES

1. Tables and chairs are available for use inside the Parish Hall only. Those renting the facility are responsible for both the setting-up and taking-down of tables and chairs used. Tables and chairs must be carried to their desired location to avoid scuffing or gouging the floor.
2. The facilities are to be left clean and all tables, chairs, and other equipment returned to their original location.
3. The serving and consumption of alcohol is limited to the following:
 - a. A champagne/wine toast at wedding or anniversary celebrations, etc.
 - b. Wine served during a meal or at a wine & cheese reception.
4. Under no circumstances are any other forms of alcohol to be served on the Church property
5. There is **NO SMOKING** allowed anywhere inside the building. Please use the butt pails located outside for your cigarette remnants.
6. Kitchen equipment (i.e., sinks, coffee makers, punch bowl, etc.) may only be used by those renting the kitchen. Renter assumes responsibility for cleaning and breakage.
7. **Decorations are limited to table decorations only.** The use of scotch tape, or any other tape, is strictly forbidden anywhere within or without the facility.

RENTAL AGREEMENT

I have read the fees and policy statement above and agree to abide by said policies.

Should the event for which I am renting the facilities involve the serving of alcohol as outlined in the policy, I release First Evangelical Lutheran Church, Southington, Connecticut, of any and all liability for accidents, injuries.

I will leave the facilities in the same condition they were found with regard to cleanliness and order. I assume full responsibility for damage resulting from my rental of the facilities.

Printed name: _____ Signed: _____ Date: _____

Return this form to the church office with payment at least 2 weeks prior to the event.

Rental approval/Property Committee: _____