

St. Nicholas Greek Orthodox Church Father George & Evangeline Paulson Fellowship Hall Rental Contract

Date of Use: _____ Name of Applicant (Lessor): _____

Organization Requesting Hall Use: _____

Nature of Use: _____

Number of Attendees: _____

Facilities to be Used (with Fees):

- Hall (\$1000/event/day)
Date: _____ Time(s): _____ \$ _____
- Kitchen (\$500/event/day - includes equipment use) \$ _____
- AV/ Sound System Use (Additional \$50 security deposit) \$ _____

Other Unique Items/Requests? (Fee TBD) \$ _____

Total Charges: \$ _____

Point of Contact (POC) with address, phone number, e-mail (this will be the person at all meetings, set-up(s), event, & re-set):

Name: _____

Address: _____

Phone / E-mail: _____

Applicant/Lessor Signature: _____ Date: _____

By signing this application, I agree to all the conditions in the attached Rental Policy Agreement.

FOR CHURCH USE ONLY

Approved Not Approved By: _____

Deposit Collected: \$ _____ (Cash/Chk # _____) Date: _____

Fee Collected: \$ _____ (Cash/Chk # _____) Date: _____

Security/Damage Deposit Collected: \$ _____ (Cash/Chk # _____) Date: _____

Final Payment Collected: \$ _____ (Cash/Chk # _____) Date: _____

Father George & Evangeline Paulson Fellowship Hall Rental Contract

(If any or all agreed upon terms are not met, a portion of or all of the security deposit may be retained by St. Nicholas)

Please initial next to each category acknowledging you have read and agree to all parts within the category.

RENTAL CONTRACT COMPLETED & SIGNED (Form Attached) (Initial Here _____)

Rental Contracts may be obtained from the Church Office, the Hall Rental Managers/Coordinators, or the Church website.

Rental Contracts for Hall use must be requested at minimum of 60 days prior to the desired event date; Rental Contracts must include all the required information to enable proper review and approval and becomes part of this agreement when approved.

50% of the total rental fees will be collected as the non-refundable Security/Damage Deposit. This deposit is due upon approval of the Rental Contract. If the deposit is not received within 7 days of the Rental Contract approval, the use of the hall will be cancelled and the Rental Contract rejected.

Note that the hall is not reserved or booked for the requested function until the Rental Contract is approved and the required deposit is paid.

PAYMENT (Initial Here _____)

Payment of the non-refundable Security/Damage Deposit is required upon approval of the Rental Contract. Full rental fee is due prior to the event.

The full rental fee is required to be paid prior to any use of the hall for the event, No set-up or preparations will be permitted if the full rental fee has not been paid.

If the full fee is not paid prior to the event, the Hall will be secured and the event and attendees will not be permitted to enter the Hall.

CANCELLATIONS (Initial Here _____)

An event may be cancelled at any time prior to the event by written request. If a written cancellation request is received by the Church Office or by the Hall Managers/Coordinators received after payment of the full fee, the 50% non-refundable portion will be retained and the remaining balance will be refunded within 30 days.

USE PLANNING (Initial Here _____)

A pre-meeting with the user Point of Contact (POC) is required to confirm all details of Hall use so the Church may ensure all the identified and contracted user needs are satisfactorily met. If the Church staff is required to set-up the Hall for the event, a user approved drawing/sketch is required to ensure that Hall is prepared to the user's satisfaction.

The pre-meeting will also serve to confirm the desires of the Lessor, the existing conditions of the Hall and any other contracted facilities, and the condition that those facilities are expected to be when the event is concluded so that as much of the Security/Damage Deposit can be returned.

HALL CONDITIONS (Initial Here _____)

The Hall is rented in as-is condition.

The Rental Agreement will define which facilities and equipment shall be available for use.

St Nicholas Greek Orthodox Church is a **NO SMOKING FACILITY. SMOKING IS NOT PERMITTED** in the Hall or inside any portion of the building. Please make all guests aware of this rule.

HALL DECORATIONS AND SET-UP (Initial Here _____)

The Hall will be set-up per the Lessor's written and approved plan, if the Church is performing set-up. If the Lessor is setting up the Hall, the set-up must occur during the agreed upon set-up times as stated in the contract. If additional time is needed, at least 48 hours' notice will be required to the Church POC.

Decorations are limited to the tables and free standing items only. No wall or ceiling decorations are allowed. No bubble making, smoke machines, or confetti/glitter allowed.

Unique or additional features may be accomplished at the agreed upon fee.

In all cases, if the Church is to perform set-up of the event, a diagram/sketch shall be provided with approving signature of the POC.

HALL/KITCHEN CLEAN-UP (Initial Here _____)

In all cases it is expected that the Hall, restrooms, kitchen, and snack bar (if leased) will be left in the condition they were prior to the event.

The Lessor is responsible for clean-up of the Hall, make sure all rubbish and trash is removed to the dumpster behind the building, and removal of all personal articles, food, decorations, etc. from the Hall.

The Lessor is also responsible for the complete clean-up of the kitchen and the kitchen equipment (if leased). Countertops and tables should be washed, floors swept and mopped, if needed, and any used equipment should be cleaned. Sinks and surrounding areas cleaned and utensils or other items used should be washed and returned to the proper location. Any excess food should be removed unless prior arrangements have been made and agreed upon. All kitchen trash should be removed to the dumpster in plastic bags.

For cleaning services the Lessor must directly contact the Church cleaning contractor, Specialized Cleaning Inc. (Joyce Roberts) at (757) 285-2653 or (Tony Roberts) at (757) 613-7423. In view of the Church's ongoing contractual relationship with this cleaning contractor, no other professional/commercial cleaning contractors will be permitted to be used. Please inform the church office when the arrangements have been made with the cleaning contractors.

ATTENDANCE (Initial Here _____)

The responsible POC or designated representative will be present in the Hall at all times during set-up, the event, and re-set. For rentals that occur outside of business days and hours, the Lessor agrees to arrive within **20 minutes** of the scheduled arrival time, the day of the event, in order to be granted access to the building.

The POC shall maintain control over all activities and attendees, and shall be responsible for conduct of all attendees during the function.

St. Nicholas Greek Orthodox Church
Fellowship Hall Rental Contract

621 First Colonial Road
Virginia Beach, VA 23451
(757) 422-5600

The Church chapel will be secured and no admittance into the chapel will be permitted during your event. If a sacrament occurred prior to the event in the Hall, ample time will be allowed to exit the chapel; the chapel will be secured after everyone has left for the event. No person will be permitted back to the chapel after this time. Please ensure all guests are aware that they must enter and exit from the main doors of the Fellowship Hall.

Attendance at the event will be limited to the number shown on the Rental Contract. If more people attend than originally approved, there may be an additional fee required. If the expected number of attendees increases prior to the event, please notify the Church Office to make proper adjustments and additional approval a minimum of 48 hours prior to the event.

INDEMNIFICATION/HOLD HARMLESS (Initial Here _____)

The Lessor, by executing this Rental Contract form, agrees to indemnify and hold harmless the St. Nicholas Greek Orthodox Church. It's agents, servants, employees, Executive Officers, and Parish Council from any and all claims, damages, losses, and expenses including attorney's fees, resulting from the renting party's use of the facilities.

ADDITIONAL PROVISIONS (Please list below or attach to the Rental Contract):

I, _____ (Print Name), have read and agree to all the terms and conditions of this agreement:

Lessor Signature: _____ **Date:** _____