

ST. GEORGE' EPISCOPAL CHURCH
800 Marcy Avenue
Brooklyn, NY 11216
Telephone: 718 789-6036, Fax: 718 789-2399
Email: stgeorgeschurch1869@yahoo.com

St. George's Church Parish Hall Usage Agreement

This agreement is executed by (Print Name) _____

(Address) _____ (City) _____ (State) _____

(Zip Code) _____ (Telephone No.) _____ to use St. George's Parish Hall located

in the building known as St. George's Episcopal Church at 800 Marcy Avenue, Brooklyn, NY 11216 on

(Date) _____ for (type of event) _____ and for no other

purpose from (start time) _____ to (finish time) _____ (includes set-up &

clean-up time) for the sum of \$900.00 (Non-Members), \$750.00 (Active Members). Rental includes use of tables and chairs to seat 200 persons.

In addition, a refundable security deposit of \$250.00 is required. Charges for additional hours will be applied in advance of the event and there is a fee of \$125.00 for each additional hour or part thereof. The deposit is due upon the signing of this agreement. The balance is due no later than ten (10) day before the event. All funds are to be made payable to St. George's Church, if paying by check or money order.

Cancellation Policy

Refund of deposit if event is cancelled:

90 or more days before the event	100%
45-89 days before the event	50%
30-44 days before the event	25%
Less than 30 days before the event	the entire deposit is forfeited

Basis Rules and Regulations for the Use of St. George's Church Parish Hall by Applicant:

1. St. George's Episcopal Church is not responsible for any accidents resulting in personal injury during your event.
2. Applicant may privately secure insurance coverage for usage time (optional).
3. A group of not more that 200 persons may use St. George's Parish Hall.
4. Smoking and sale of alcoholic beverages are prohibited.

5. St. George's Church must approve applicant's decorations in advance of event.
6. Applicant's guests must use lavatories on the same floor.
7. Applicant will inform guests that all other areas of St. George's Church property is off limits.
8. Live music is limited to a five-piece band.
9. The Church Sexton is authorized to monitor the volume at which music is played.
10. St. George's Parish Hall will close by:
 - a. 2:00 a.m. – Friday night
 - b. 12:00 a.m. – Saturday night and
 - c. 10:00 p.m. – Sunday night.
11. Use of kitchen is for warming only; no cooking is to be done on premises.
12. Cleanup by the applicant is required including removal of decorations.
13. This agreement can be changed only in writing when signed by each party.
14. Applicant is not authorized to stay beyond the contracted hours.
15. Applicant must meet with the Rental Committee at the time of contract signing.

When the Applicant adheres to the above rules and regulations, and after the rental committee has inspected the premises, the deposit of \$250.00 will be returned. Any infraction of this agreement may result in complete forfeiture of the deposit. Further action may be taken to apply additional penalties for property damage or for violation of closing time.

Applicant's Signature

_____ (Date) _____

Authorized Signature of St. George's Church

_____ (Date) _____

Total amount due: (\$ _____) Deposit: (\$ _____) Balance due: (\$ _____)

Payment made on (date) _____ by: cash _____ check/money order (include number)

Payment made on (date) _____ by: cash _____ check/money order (include number)

Payment made on (date) _____ by: cash _____ check/money order (include number)