



# Saint Andrew's Episcopal Church

90 BROADWAY  
METHUEN, MA 01844  
978-689-0463  
www.StAndrewsMethuen.org

## HALL RENTAL AGREEMENT

Name of Responsible Person (Lessee): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and/or Cell phone number: \_\_\_\_\_

Event date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(include your time to set up and clean up)

Expected number of guests: \_\_\_\_\_ If you need tables and chairs, how many: \_\_\_\_\_ (we have round tables that accommodate 8 per table)

By signing below, the undersigned agrees to the following:

### Fee Schedule

Checks or money orders are to be made out to St. Andrew's Parish. Note in the memo field the date of your event. Cash is not accepted.

**Rental:** A rental fee is charged for any time you're on site and includes set up and clean up time. For example, if you arrive at 5 PM to set up, have guests on site from 6 PM to 9 PM, clean up and out by 10 PM, the rental period is 5 hours. **\$75.00 per hour**

**Sexton Fee:** An event manager is onsite and will set up the room to your specifications. They will remain onsite for the duration of your event and will restore all furniture at the end of the event and remove any properly stored rubbish. This fee is to be paid directly to the sexton or their replacement upon arrival. **\$20.00 per hour**

**Refundable Security Deposit:** includes cleaning/damage deposit and deposit for any overtime. **\$200.00**

**Additional Fee:** if use of cooking appliances is needed (professional caterer only) **\$100.00**

- A non-refundable deposit of \$50 is required, at the time of application, to reserve the date.
- The balance of ALL fees is due and payable fourteen (14) days before the event.
- Within two weeks after the rental, the security deposit will be returned in full if the facility is left in a clean and orderly condition and vacated on time. If not, overtime, damages or other expenses may be deducted.
- Pledging members in good standing may use the hall free of charge once per calendar year, but must be the host of the event and in attendance for the entire event. Sexton fee and security deposit are required as stated above.

**Hall Rules**

- The lessee agrees not to exceed the maximum hall capacity of 100 for seating.
- All functions must end by 10:00 PM.
- Hall is to be left broom swept, spills cleaned up from the tables, counters and floors.
- Earliest access to hall on Sundays is 12:30 PM.
- Cooking appliances may only be used by a professional, insured caterer.
- Please remember that this hall is in a church building and in a residential neighborhood: please be mindful of noise and behavior.
- Keep all activity inside, not on the grounds.
- No decorations may be affixed to the walls, ceilings or floors.
- Adult supervision of children is required throughout the entire event.
- No drugs, weapons, tobacco, or inappropriate sexual activity is permitted.

**Alcohol Policy**

- Only beer and wine may be served – no hard liquor.
- Alcohol may be served only at the start of the event, for the duration of one hour.
- Alcohol is to be served from a centrally controlled place at the event – no six packs or open bottles of wine on the table.
- No served alcohol may be taken outside of the hall.
- No one under the age of 21 is to be served alcohol. The Lessee is responsible for checking IDs.

Please initial that you have read and agree to adhere to the Alcohol Policy: \_\_\_\_\_

**Liability Waiver**

The undersigned shall indemnify, defend and hold harmless St. Andrew’s Parish and the Episcopal Diocese of Massachusetts and their respective officers, directors, employees, agents and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney’s fees and costs) arising out of or in connection with allegations brought against St. Andrew’s Parish and the Episcopal Diocese of Massachusetts and their respective officers, directors, employees, agents from any cost and expense (including reasonable attorney’s fees) arising out of the use of the premises or property of St. Andrew’s Parish by the undersigned.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

..... office use only .....

Approved by: \_\_\_\_\_

Date Non-Refundable Deposit paid: \_\_\_\_\_ Balance due by: \_\_\_\_\_

Will a caterer use the cooking facilities? YES NO (circle one)

Balance due: \$ \_\_\_\_\_ Lessee initials: \_\_\_\_\_

Date Balance paid: \_\_\_\_\_ Church rep initials: \_\_\_\_\_

Note: If you have any special requests regarding floor plan for your event, please indicate so on a separate piece of paper or on the reverse side of this sheet.