



Saint Andrew's Episcopal Church

90 BROADWAY
METHUEN, MA 01844
978-689-0463

PARISH HALL RENTAL AGREEMENT

Date: _____ Name of Responsible Person (Lessee): _____

Address: _____

Telephone Number: _____ Cell Phone: _____

Date Needed: _____ Specific Hours Needed: _____
(include time for set up and cleanup)

Expected number of guests _____ Do you need tables and chairs? If so, how many: _____
(we have round tables that accommodate 8-10 seats per table)

By signing below, the undersigned agrees with the following:

Fee Schedule: All checks to be made to St. Andrew's Church (unless noted below)

Rental: Rental fee is charged for any time you're on site at the property including set up and clean up time -so if you arrive at 5 to set up, have guests on site from 6-9 and clean up and out at 10, the rental period is 5 hours. **\$ 75.00 per hr.**

Sexton Fee: An event manager is on site and will set the room to your specifications. She 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. These fees are to be paid directly to the Sexton upon arrival. **\$20.00 per hr.**

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

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

- A non-refundable deposit of \$50 is required, at time of application, to reserve the date.
- The balance of ALL fees is due and payable seven (7) days before the event.
- Within two weeks the security deposit will be returned in full if the facility is left in a clean and orderly condition and vacated on time. Otherwise overtime charges and/or church expenses will be deducted.
- Pledging members in good standing may use the hall free of charge once per calendar year.

Note: member must be the host of event and in attendance for the entire event.
Sexton fee and security deposits are required as stated above.

Hall Rules:

- The lessee agrees not to exceed the maximum hall capacity of 160.
- Hours: All functions must end by 10:00 pm.
- Hall is to be left broom swept, spills are to be cleaned up from 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 refer to alcohol policy below.
- Remember this hall is in a church building 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: please initial that you have read and agreed to it: _____

- Beer and wine, only, may be served – no hard liquor.
- Alcohol may be served only during a cocktail hour of one hour’s duration, at the start of the event.
- Alcohol is to be served from a central 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 Responsible Person (Lessee) is responsible for checking IDs.

LIABILITY WAIVER: The undersigned shall indemnify, defend and hold harmless St. Andrew’s Church 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 Church 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 Church by the undersigned.

Signature: _____

Please print name:

Approved By: _____

Date Non-refundable Deposit Paid: _____ Date Balance Due: _____

Will a caterer need use of cooking facilities? (*Please circle one*) Y N

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 on a separate piece of paper or on the reverse side of this sheet: