



FACILITY RENTAL AGREEMENT - BANQUET HALL

The Banquet Hall may be rented for the fees listed below for a period of up to 4 hours. Each additional hour will be charged at a rate of \$25 per hour.

The use of tobacco, drugs, firearms, and weapons are prohibited at all times. Wine may only be served with prior approval by the church council.

The interior of the building and the grounds will be left in the same condition as prior to the event. Any damage to the walls, floors, ceilings, etc. should be reported prior to leaving or as soon as reasonably possible and any reimbursement due for damages will be the financial responsibility of the renter.

The Church Council reserves the right to waive any or all fees for the rental or use of the building by an individual or an organization. Reservations will be made on a first-come first-served basis with Members receiving preference. Checks payable to Parkside Community UCC.

Member:	\$75	Non-Refundable Deposit
	<u>\$25</u>	Use of Banquet Hall Fee
	\$100	Total Fee for 4 Hours Rental

There is a \$75 non-refundable deposit to reserve your date.

Remaining Fee of \$25 is due 60 days prior to the event and is refundable if we receive 30 days notice of cancellation in writing. If more than 4 hours are needed, there is an additional Banquet Hall Fee of \$25 per each additional hour.

Non-Member:	\$75	Non-Refundable Deposit
	\$25	Use of Banquet Hall Fee
	<u>\$100</u>	Payable to Facilities Coordinator
	\$200	Total Fee for 4 Hours Rental

There is a \$75 non-refundable deposit to reserve your date, payable to Parkside Community UCC.

Remaining Fee of \$125 is due 60 days prior to the event and is refundable if we receive 30 days notice of cancellation in writing; and is payable as follows: \$25 payable to Parkside Community UCC and \$100 Payable to the Facilities Coordinator whose name will be provided. If more than 4 hours are needed, there is an additional Banquet Hall Fee of \$25 per each additional hour.



PARKSIDE COMMUNITY
UNITED CHURCH OF CHRIST

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Event Date: _____

Start Time: _____

End Time: _____

Name of Applicant: _____

Organization (if applicable): _____

Contact Phone Number: _____

Contact Email Address: _____

Reason for Use of Facility:

Approximate Number of People Expected to Attend: _____

By Signing below, I agree to pay all the required fees; and on behalf of myself and everyone in the rental party, who are under my direct supervision, to all the terms and conditions as set forth above.

(Signature)

(Date)