



St. Philip's Church
Est. 1680
142 Church Street
Charleston, South Carolina 29401

PARISH HALL USE POLICY

The Parish Hall of St. Philip's Church and its Courtyard can be used by parishioners with the approval of the Rector for wedding, baptism and funeral receptions only. All uses of the Parish Hall and the Courtyard are subordinate to Church use.

TERMS:

- 1) To hold your date, please respond within three weeks of the initial reservation with the full fee.
- 2) The completed contract must be returned to the Church office at least three weeks prior to the event.
- 3) Caterers, bartenders, and florists (professional or private) must be aware of their duties and responsibilities. The Church office must have their signed contracts two weeks prior to the event. **THIS IS THE RESPONSIBILITY OF THE PARISHIONER.**
- 4) Fire Codes prohibit smoking in the building and on its porches. Parishioner is responsible for informing guests that smoking is restricted to the Courtyard. You are responsible for cleanup.
- 5) We have a standard curfew of 11:00 pm.
- 6) Sparklers of any kind and fireworks are not permitted in or on these premises.
- 7) The use of dripless candles is not allowed; only votive candles can be used on the tables.
- 8) No tape on walls, floors, windows, shutters, or window frames is permitted.
- 9) No furniture or objects belonging to St. Philip's Church may be moved or removed.
- 10) All damages to Church property are the responsibility of the Parishioner.
- 11) Beer, wine and champagne are permitted at Parish Hall functions. Hard liquor is prohibited.
- 12) Underage drinking of alcoholic beverages is strictly prohibited, with Parishioner assuming complete responsibility.
- 13) Use of the kitchen and kitchen equipment is permitted, but Parishioner (or Parishioner Caterer) is responsible for the provision of all consumable food items, ingredients, disposable paper products, utensils, and service items. All contents of the Parish Hall kitchen is the property of St. Philip's church, and is not to be used for private functions. Kitchen must be cleaned and left in the same condition in which it was found.

I/we the undersigned do agree to all terms outlined in the above Parish Hall Acceptable Use policy.

Parishioner's Signature

Date



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SUGGESTED PARISH HALL USEAGE FEES
(not mandatory)

WEDDINGS:

Daytime use: \$250.00
 Nighttime use: \$400.00
 Courtyard use: \$250.00

BAPTISMS:

Daytime use: \$150.00

FUNERALS:

Daytime use: \$150.00

The Sexton's fee is separate and is required, and is \$25.00 per hour. There is a minimum charge of \$100.00 to be paid directly to the Sexton prior to the event. This includes set-up and cleanup times. Check should be written directly payable to *Benjamin Singleton*.

Payment(s) for use of Parish Hall and/or Courtyard space should be payable by check to *St. Philip's Church*.

I/we the undersigned do agree to the fee schedule outlined above for use of the St. Philip's Parish Hall, Kitchen, Courtyard and/or Sexton services.

 Parishioner's Signature

 Date

 Parishioner's Printed Name(s)

 Primary Phone #

 Address

 E-Mail

FOR OFFICE USE:

	Amount	Date Paid	Check Number
Parish Hall Fee:			
Courtyard Fee:			
Sexton's Fee:			



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EQUIPMENT CHECKLIST AND ACCEPTABLE USE

The following equipment is available for use by the Parishioner in conjunction with rental of the St. Philip's Church Parish Hall, provided that the Parishioner informs St. Philip's of needs for these items at least 3 weeks prior to the date of the event. Parishioner agrees to be held liable for any damage to church property.

	Yes	No	How Many Needed?
Long Tables (72")			
Round Tables (60")			
Chairs			
Kitchen			

I/we the undersigned do agree to terms outlined in the above Equipment Acceptable Use policy, and understand that may be held liable for any damage to the above-mentioned St. Philip's property.

 Parishioner's Signature

 Date

 Parishioner's Printed Name(s)

 Primary Phone #

 Address

 E-Mail

Please complete the following to help our Sexton best setup for your event.

Event Date	
Event Start Time	
Event End Time	
Total # Expected Guests	

Copy for Sexton



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EVENTS RECORD

 Parishioner(s)

 Primary Phone

 Address

 E-Mail

 Type of Event

 Event Date

 Event Start Time / End Time

 Expected # of Guests

 Space(s) to be leased

SERVICE PROVIDERS:

	Company Name	Phone	E-Mail
Caterer			
Bartender			
Musician(s)			
Florist			
Cake			
Photographer			
Videographer			
Rental Company			
Events Planner			
Other			

List Rentals to be delivered

Special Instructions

Return this form to St. Philip's Church at least three weeks prior to the event. It is the Parishioner's responsibility to notify the service providers of the time frame in which they have access to St. Philip's Church facilities.

 Parishioner's Signature

 Date



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BARTENDER'S AGREEMENT

 Name of Bartender E-Mail

 Business Mailing Address Primary Phone #

I understand that I will be bartending at St. Philip's Church on, _____, 20__ for the following event _____.

BUILDINGS / GROUNDS MUST BE LEFT AS CLEAN AS THEY WERE UPON YOUR ARRIVAL.

- 1) No items can be delivered before the day of the event.
- 2) All garbage and trash must be placed in leak proof, heavy-duty plastic bags prior to removal to the first floor porch on the Philadelphia Alley side of the building.
- 3) Smoking is not allowed in the building.
- 4) The bartender is allowed two hours set-up time before the event and one hour breakdown and cleanup time after the event.
- 5) No thumbtacks, gummed tape, or other devices can be affixed to the building, its walls, or its contents.
- 6) No furniture or objects belonging to St. Philip's Church may be moved or removed.
- 7) Curfew is 11:00 pm for guests for an evening event, thereby allowing the bartenders until midnight.
- 8) Use of the kitchen and kitchen equipment is permitted, but Parishioner (or Parishioner Bartender) is responsible for the provision of all consumable food items, ingredients, disposable paper products, utensils, and service items. All contents of the Parish Hall kitchen is the property of St. Philip's church, and is not to be used for private functions. Kitchen must be cleaned and left in the same condition in which it was found.

I/we the undersigned do agree to the policies outlined above for use of the St. Philip's Parish Hall, Kitchen and/or Courtyard.

 Signature of Bartender Date

 Signature of Parishioner Date

Please keep one copy of this agreement for your records and return one copy to the address in the upper left corner, to the attention of Jordan Gilbert, or email to Jordan at email address below.



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CATERER'S AGREEMENT

 Name of Caterer E-Mail

 Business Mailing Address Primary Phone #

I understand that I will be catering an affair at St. Philip's Church on, _____, 20__ for the following event _____.

BUILDINGS / GROUNDS MUST BE LEFT AS CLEAN AS THEY WERE UPON YOUR ARRIVAL.

- 1) No items can be delivered before the day of the event.
- 2) All garbage and trash must be placed in leak proof, heavy-duty plastic bags prior to removal to the first floor porch on the Philadelphia Alley side of the building.
- 3) Smoking is not allowed in the building.
- 4) The caterer is allowed four hours set-up time before the event and one hour breakdown and cleanup time after the event.
- 5) No thumbtacks, gummed tape, or other devices can be affixed to the building, its walls, or its contents.
- 6) No furniture or objects belonging to St. Philip's Church may be moved or removed.
- 7) Curfew is 11:00 pm for guests for an evening event, thereby allowing the caterers until midnight.
- 8) Use of the kitchen and kitchen equipment is permitted, but Parishioner (or Parishioner Caterer) is responsible for the provision of all consumable food items, ingredients, disposable paper products, utensils, and service items. All contents of the Parish Hall kitchen is the property of St. Philip's church, and is not to be used for private functions. Kitchen must be cleaned and left in the same condition in which it was found.

I/we the undersigned do agree to the policies outlined above for use of the St. Philip's Parish Hall, Kitchen and/or Courtyard.

 Signature of Caterer Date

 Signature of Parishioner Date

Please keep one copy of this agreement for your records and return one copy to the address in the upper left corner, to the attention of Jordan Gilbert, or email to Jordan at email address below.



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FLORIST'S AGREEMENT

 Name of Florist

 E-Mail

 Business Mailing Address

 Primary Phone #

I understand that I will be providing floral arrangements for an affair at St. Philip's Church on _____,
 20___ for the following event _____.

BUILDINGS / GROUNDS MUST BE LEFT AS CLEAN AS THEY WERE UPON YOUR ARRIVAL.

- 1) No items can be delivered before the day of the event.
- 2) All garbage and trash must be placed in leak proof, heavy-duty plastic bags prior to removal to the first floor porch on the Philadelphia Alley side of the building.
- 3) Smoking is not allowed in the building.
- 4) The florist is allowed three hours set-up time before the event and one hour breakdown and cleanup time after the event.
- 5) No thumbtacks, gummed tape, or other devices can be affixed to the building, its walls, or its contents.
- 6) No furniture or objects belonging to St. Philip's Church may be moved or removed.
- 7) Curfew is 11:00 pm for guests for an evening event, thereby allowing the florist until midnight.
- 8) All contents of the Parish Hall is the property of St. Philip's church, and is not to be used for private functions. Kitchen must be cleaned and left in the same condition in which it was found.

I/we the undersigned do agree to the policies outlined above for use of the St. Philip's Parish Hall, Kitchen and/or Courtyard.

 Signature of Florist

 Date

 Signature of Parishioner

 Date

Please keep one copy of this agreement for your records and return one copy to the address in the upper left corner, to the attention of Jordan Gilbert, or email to Jordan at email address below.



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DAMAGE AGREEMENT

- 1) Parishioner will not pay a damage deposit, but will be held liable for the cost of any necessary unusual cleanup or repairs to the premises that occurred during your event.
- 2) If damages occur during said event, including setup and clean up, the Parishioner will not hold liable the Church.
- 3) Parishioner also agrees to comply with all terms and conditions specified in this agreement.

I/we the undersigned do agree to the Damage Agreement policies outlined above for use of the St. Philip's Parish Hall, Kitchen and/or Courtyard.

Signature of Parishioner

Date