

CALVARY EPISCOPAL CHURCH
20 Milton Street
Williamsville, New York 14221
716-633-7800
www.calvaryepiscopal.net

Request for Hughson Hall Use

Date of Request _____

Group/Individual Name _____ Profit/Nonprofit/Parishioner

Address _____

Telephone/Cell _____

Primary Contact _____ Telephone _____

Type of Event _____ Ongoing One time

Date(s) Requested _____ Time desired: From _____ To _____

Facilities/ Room Requested _____ Number of guests expected _____

Is there a charge for admission? Yes No Meals or refreshments? Yes No (if yes, describe on back)

Promotional materials distributed? Yes No (if yes, attach and describe)

Special Needs _____

I have read, signed, and received a copy of the following:

Guidelines for the Use of Hughson Hall at Calvary Episcopal Church
Space Use Agreement
Waiver and Release of Liability
Hughson Hall Set-Up Form

Signature of Responsible Party

Date

Signature of Rector

Date

June 14, 2016

CALVARY EPISCOPAL CHURCH

Hughson Hall Set-Up Form

Room(s) requested _____

Date(s) requested _____

Time Desired (Include time for set-up and clean-up) _____

Name of Group _____

Person in charge _____ Telephone _____

Number Expected _____

Number of Tables _____ Round (Max. 20) _____ Rectangular (Max. 12)

Number of Chairs _____ Tablecloths: Yes No (Consult staff; Additional Cleaning Fee)

Coffee and Tea requested _____

Special Requests _____

Design Set-Up Hughson Hall
Please sketch your placement design

Women's Restroom

Men's Restroom

Dance Floor

Doors

Post

Post

Kitchen

Approved: Rector/HH Chairperson

Date

Guidelines for Use of the Hughson Hall at Calvary Episcopal Church

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1. All requests for space must be made and approved in writing, using the form provided. All ongoing requests will be renewed annually in September of each year.
2. Applicants should make one visit to see space desired and to confirm usage with a designated member of Calvary.
3. The responsible renting party must complete and sign a Request for Building Use, a Space Rental Agreement and a Waiver and Release of Liability. If alcoholic beverages are to be served, each group must secure its own insurance and provide Calvary Episcopal Church with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000.
4. Coffee and other refreshments must be provided by the user.
5. If alcohol is served, it must have prior approval. All local, state, and federal laws concerning alcohol use (including age limits and ID requirements) must be observed. If alcoholic beverages are to be sold, a copy of the alcohol license must be provided to Calvary Church at least 3 days prior to the event.
6. The attached schedule of fees applies to all Hughson Hall use.
7. Exceptions to fees are at the discretion of the Rector. Due to the cost of building space and energy costs, **contributions** for the use of space are most thankfully received.
8. There is a \$ 250.00 refundable deposit fee for non-parishioners. In the event of a cancellation with less than 48 hours notice or the renter is a no-show, this deposit will be forfeited. The refundable deposit, if when appropriate, will be returned to the renting party within 7 days.
9. The applicant is expected to leave the space in clean condition as when the rental began including: all dishes, cutlery, pans washed and put away; all paper and garbage properly disposed of; lights turned off; doors and windows closed and secured at the end of the use. If clean up needs to be done after the event, the security deposit will not be refunded.
10. Needs for set-up, space and services must be finally determined no later than one week prior to the event. A building use form with diagram must be submitted at this time.
11. The Minister of Music must approve the use of the piano.

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12. Final payment for the use of Calvary facilities must be made no later than 7 days prior to the event.
13. The facility is a non-smoking facility. There is absolutely no smoking in the building or on the property.
14. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges resulting for the use of the space, with Calvary Episcopal Church in no way responsible.
15. The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space.
16. The use of the municipal parking lot off of Cayuga and Main Streets is encouraged.
17. Users of the facilities at Calvary Church are reminded of the Episcopal Church's policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed. Departure from this policy during use must have the approval of the Rector.

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**FEE SCHEDULE
2016**

Hughson Hall

Up to four hours	\$ 250.00
From four to eight hours	\$ 400.00
From eight to twelve hours	\$ 600.00

Please include set-up time and clean-up time in your estimate of time desired.

Example: Baby Shower scheduled from 2:00pm to 5:00pm; decorating and set-up time 2 hours and clean-up (room must be left in the manner in which you found it) 1.5 hours.

Total time: 12:00pm to 6:30pm (6.5 hours) Fee: \$400.00.

Security Deposit (Refundable) \$ 250.00

Security deposit will be refunded within seven (7) days of the event if, on inspection, Hughson Hall and the Scaife Kitchen are left in the manner in which it was when the rental time began.

Calvary members

Calvary members in good standing, who rent Hughson Hall for their personal use, are entitled to a 50% discount from the above fees.

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SPACE USE AGREEMENT
Calvary Episcopal Church

I agree to represent the following named group, _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by the Calvary Episcopal Church, 20 Milton Street, Williamsville, New York, 14221.

I further guarantee deposit and/or payment to Calvary Episcopal Church for use of space according to the following:

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

I will _____ I will not _____ be bringing/serving any alcohol at this event. Calvary Episcopal Church reserves the right to cancel any scheduled activity with 48 hour's notice given in order to accommodate any parish activity. Calvary Episcopal Church also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to Calvary Episcopal Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Name of Group/Individual: _____

Address: _____

Telephone: _____

Signature of Group Representative/Individual

Date

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WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by Calvary Episcopal Church to use the facilities owned by the Church, under terms as outlined in Guidelines for Use of Facilities and Space Rental Agreement, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against Calvary Episcopal Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages. We have reviewed the Guidelines for Use of Facilities and agreed to observe these guidelines.

Further, we shall defend, keep, save and hold harmless and indemnify Calvary Episcopal Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Telephone

Group Name

Address

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