

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

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

Dance Floor

Men's Restroom

Doors

Post

Post

Kitchen

Approved: Rector/HH Chairperson

Date

Guidelines for Use of Hughson Hall and Kitchen at Calvary Episcopal Church

1. All requests for space must be made in writing, using the forms provided. All ongoing requests will be renewed annually in September of each year.
2. Applicants should visit the space desired and to confirm usage with a designated member of Calvary.
3. The responsible rental party must complete and sign a:
 - a. Request for Building Use
 - b. Space Rental Agreement
 - c. Waiver of Release and 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. The hall and kitchen are not available for wedding receptions or Saturday evening/night events. Events may not be scheduled to end later than 11 pm.
5. Coffee and other refreshments must be provided by the user.
6. The service of alcoholic beverages is limited and must be approved by the rector before acceptance of the rental space application can occur. The use of full bar set up is not allowed. 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 valid, in force liquor license must be provided to Calvary Episcopal Church at least three (3) days prior to the event.
7. The attached schedule of fees applies to the use of Hughson Hall and its kitchen.
8. 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 gratefully received.
9. There is a \$300.00 security deposit required with application to rent. In the event of a cancellation with less than 48 hours' notice, or if the renter is a 'no-show', this deposit is forfeited. This refundable deposit otherwise will be returned to the renting party within seven (7) days of the rental, unless it is determined that any condition of the rental has not been met, most especially returning the spaces used to the condition in which they were found upon commencement of rental. This includes all such actions necessary to return the space to a condition fit for immediate use by the church upon the end of the rental.
10. The applicant is expected to leave the hall and kitchen (if used) in as clean a condition as when the rental began. This includes cleaning and storing of all dishes, cutlery, pans, and other kitchen items, disposing of all paper and garbage, vacuuming of the carpeting and floors, cleaning of kitchen surfaces (including floor), extinguishing of lights, and closing and securing of windows and doors prior to leaving. If, upon inspection, it is determined the unit(s) is/are not returned to pre-rental condition, the security deposit will not be returned.
11. The Building Use Form must be completed no later than one week prior to the event, including the set-up diagram for tables, chairs or other items requested.
12. The Minister of Music must approve any use of the piano.
13. Final payment for use of Calvary facilities must be made no later than seven (7) days prior to the event.
14. The entire facility and property is non-smoking. There is to be absolutely no smoking in the building or on the church property.

15. 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.
16. The users and guests shall at all times conduct themselves in a manner in keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property of the use of space.
17. The use of the municipal parking lot off of South Cayuga at Main Street is encouraged.
18. Users of the facilities at Calvary Episcopal 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 must have the approval of the Rector.

RENTAL FEE SCHEDULE
2019

Hughson Hall and Kitchen

	Hughson Hall	Kitchen
Up to four hours	\$250	\$150
From four to eight hours	\$400	\$200
From eight to twelve hours	\$600	\$200
From twelve to twenty-four hours	\$1000	\$200

When calculating cost, account for time needed for set-up, tear-down, clean-up and any use of the hall/kitchen to store items delivered for use at the event.

Example: Baby shower scheduled from 2 pm to 5 pm, with decorating taking place at 12 pm, and tear-down and clean up ending at 6:30 pm. (The hall and kitchen are to be returned to the condition they were when the rental commenced.) Total time: 12 pm – 6:30 pm, or 6.5 hours. Fee: \$400 Hughson Hall + \$200 kitchen, if applicable.

Security Deposit: \$300

A security deposit of \$300 is required to accompany application forms for use of the hall and kitchen. This deposit will be refundable to the renter within seven (7) days after the event if, on inspection, Hughson Hall and the Scaife Kitchen are left in the condition they were when the rental commenced. Otherwise, the deposit will not be refunded, and instead be applied toward costs incurred to return the rooms to their condition at rental commencement.

Hot Box Use: \$50

Renters may request the use of the church’s “hot box” on the Request for Hughson Hall form, and upon payment of the rental fee noted above with final payment seven (7) days prior. The box and its trays must be returned to their original, cleaned condition upon the end of the rental.

Tablecloths: \$25 each

Renters may request use of the church’s white round tablecloths. Renters should gather used tablecloths at the end of the rental in a central area. (The church will make arrangements for professional laundering of them.) Any loss or destruction of tablecloths will render the renter subject to replacement cost of each lost or destructed tablecloth(s) with the church’s choice of a replacement of similar size, color and fabric.

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

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