



St. Ann's Episcopal Church

37 Division Street
Amsterdam, NY 12010
Parish Office 518.842.2363
saintannsamsterdam@gmail.com

Connecting people to Jesus Christ for the transformation of our lives, families, and communities

Parish Hall Rental Policy and Agreement

<u>Parish Hall Rental Rate</u>	<u>Duration</u>	<u>Sanctuary (Includes Parish Hall)</u>
\$100	Up to 2 Hours	\$200
\$150	2 – 4 Hours	\$300
+\$50/hr	Each additional hour	+\$100/hr

Policies:

- ✓ All rental requests must be approved by the Rector and we reserve the right to refuse any rental request.
- ✓ Rental fee must be paid in full in order to secure reservation.
- ✓ A copy of renters photo ID and a credit card must be on file. If a credit card is not on file an additional security deposit of \$150 must be paid by cash, check, or money order and will be returned following the event if there is no damage found. Credit Cards will be billed the \$150 fee if damage is found.
- ✓ Renters are encouraged to obtain their own insurance coverage for liability for their event. Renters are not covered by the Church liability policy.
- ✓ The consumption of alcoholic beverages is permitted with permission of the Rector. The renter agrees to all of the following expectations regarding alcohol:
 - All state and other laws must be strictly observed.
 - There shall be no drinking of alcoholic beverages in the parking lot or anywhere outside the church.
 - The security deposit will be forfeited, or credit cards charged \$150, if any underage person(s) are found to be possessing alcohol at any time.
 - Anyone who appears to be inebriated will not be served.
 - Moderation is key! A drink limit will be implemented.
 - Non-Alcoholic beverages will also be available.
 - Designated drivers should be available to anyone who appears inebriated.
 - Renter assumes all liability for any claim or action related to their event, including those claims or actions that may result as a result of the consumption of alcohol.
- ✓ All decorations, inside and out, must be removed. ***Any items that will be placed on the walls/doors must be done with poster taped — NO scotch tape.***
- ✓ Please place all cans and bottles in the appropriate container in the kitchen.
- ✓ Spills should be swept and/or mopped.
- ✓ Please do not slide tables if moving them, lift them and do not sit on the tables.
- ✓ The kitchen must be cleaned. Any appliance, including refrigerators, stoves and ovens and utensils that are used shall be properly cleaned. Kitchen floor must be swept.
- ✓ Soda and beer, including bottles and cans must be removed before leaving the event.
- ✓ A church representative will be present at opening and closing and may remain on site during your event.



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- ✓ Any damage to church property or neighbor's property must be reported immediately. Repair and/or compensation for the damages is required.
- ✓ You consent to video and audio recording of the facility during your event.

Today's Date _____

Name of Group _____

Description of event _____

Date/Day of Week Needed _____

Start time _____ End Time _____ Number of People _____

Any special accommodations or equipment needed _____

Renter's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

WAIVER OF INSURANCE I/We shall indemnify, defend, and hold harmless St. Ann's Episcopal Church and the Episcopal Diocese of Albany, and their respective officers, directors, employees, agents, and representatives 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 any allegations brought against St. Ann's Episcopal Church and the Episcopal Diocese of Albany 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. Ann's Episcopal Church.

Signature of Renter _____