

St. Paul's Lutheran Church
4007 Main St., Eggertsville, NY 14226
716-835-0407

Today's Date: _____

Individual/Organization Name: _____

Address: _____

Phone: _____ Email: _____

Primary Contact: _____

Type of Event: _____

Date(s) Requested: _____ Time: _____

Do you require access prior to the date of your event? YES NO

Room(s) Requested: Parish Hall Fellowship Room Conference/Youth Room
 Gathering Space Sanctuary Outside

If a setup agreement has been reached, please write/draw detailed instructions on the back of this paper.

Authorized Signature: _____ Date: _____

FOR OFFICE USE:

Date Received: _____

Payment Received: ___ Security Deposit received: ___ Detailed Setup: ___

Key Fob signed out and deposit received: ___ Key Fob returned: ___

Terms of Use Signed: ___ Proof of Insurance: ___

Signature: _____

TERMS AND CONDITIONS FOR ST. PAUL'S GUESTS

1. All guests of St. Paul's are expected to treat the facility with respect, reverence, and care.
2. A \$100 security deposit for the space is due upon scheduling the event. The \$100 deposit will be returned if there is no breakage or damage to the building or contents, or additional expenses incurred due to the event. If breakage, damage or additional expenses exceeds the deposit, the undersigned will reimburse St. Paul's Lutheran Church of Eggertsville for the excess within ten (10) days.
3. Deposit is non-refundable due to cancellation.
4. Renters of the facility are responsible for their own cleanup, including but not limited to: emptying trash and cleaning up spills. In general, the renter will leave the room in the same condition they found it. With the exception that tables and chairs may be left up.
5. Unfettered access to the building is not permitted.
6. Use of commercial kitchen/appliances such as oven, refrigerator and freezer as well as dishes/utensils are not allowed. You may use the small kitchen adjacent to Parish Hall for any prepping/clean up needs.
7. Church wall hangings, art, photographs, etc. shall not be removed from their place without approval of the pastor of St. Paul's.
8. Caterers, decorators, florists, etc. will contact the church office prior to arrival and, if possible, plan to arrive between the hours of 9:30AM-1PM Monday - Friday.
9. St. Paul's is not responsible for injuries occurring in or around these premises while in use.
10. An additional \$75.00 will be charged to groups who require setup for their event.
11. If a key is needed for access, an additional \$75.00 deposit will be charged and then refunded after it has been returned.
12. The rental fees are as follows for 3-hour increments.
 - \$300 Sanctuary
 - \$225 Parish Hall/Dining area (between commercial kitchen and Parish Hall)
 - \$150 Fellowship Room
 - \$125 Gathering Space
 - \$100 Conference Room/Youth Room/Meeting Rooms

In the Case of Conflicts:

St. Paul's makes every effort to fulfill rental agreements. However, due to circumstances beyond our control, such as weddings, funerals, etc., it may be necessary to postpone, shorten, or reschedule an event. In these instances, we will work faithfully with group leaders to accommodate all the parties involved to the best of our ability.

I understand the above terms and conditions and agree to abide by them.

Signature: _____

Date: _____

Print Name: _____