

ST. LUKE'S EPISCOPAL CHURCH

15603 Wick Rd.
Allen Park, MI 48101

St. Luke's Episcopal Church agrees to rent to (Name) _____

(Address) _____

(Telephone No) _____ its Parish Hall facilities on (Day/Date) _____

For a fee of \$250.00.

A deposit of \$50.00 is to be made immediately and the balance due on the date of the function. The renter agrees to the following rules:

1. Unless otherwise specified only Seabury Hall, the kitchen (coffee pot, stoves and refrigerator), the bathrooms and the entrance hallway shall be used. No one or no group should be in any other section of the building.

2. If other kitchen equipment or dishes are to be used an additional fee of \$10.00 shall be paid and the group using them is responsible for any breakage or damage.

3. If the dishwasher is used an authorized person from the parish must be present or the group should have had someone checked out on the dishwasher by an authorized person and an additional fee of \$10.00 shall be paid.

4. All groups are expected to leave the facilities in at least as good shape as it was found. If it is necessary for us to do additional cleaning, there will be a \$10.00-\$15.00 fee for janitorial services. **Please do not tape/hang decorations from the light fixtures and fans or tape/glue decorations to the walls.**

5. Groups using the building for weddings, showers or parties, may serve wine (includes champagne and burgundy) or wine punches. No other alcoholic beverages are to be served or to be in the building. This will be strictly enforced.

6. A time limit must be set prior to using the building. No group shall be in the building after 10 p.m. without special permission.

7. Hall will be available for set-up at _____ that day. Kitchen is available sooner if arrangements are made.

ST LUKE'S EPISCOPAL CHURCH

Representative: _____

Renter: _____

Date: _____

(PLEASE SIGN AND RETURN WITH DEPOSIT)

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