

St. Luke's Episcopal Church
PARISH HALL RENTAL AGREEMENT
15603 Wick Rd, Allen Park, MI 48101

St. Luke's Episcopal Church agrees to rent its Parish Hall facilities to:

Name: _____ Fee: **\$300**

Address: _____

Phone: _____ Hall Rental Set Up Time: _____

Type of Event: _____ Date of Event: _____

A deposit of \$100 (cash only) is to be made immediately upon reservation confirmation and the \$300 (cash only) is due on the date of the planned event. The renter agrees to the following rules:

1. Unless otherwise specified, only Seabury Hall, the kitchen (coffee pot, stoves, freezer, and refrigerator), the bathrooms, and the entrance hallway shall be used. No one or group should be in any other section of the building.
2. All groups are expected to leave the facilities NEAT AND CLEAN. All food and debris should be thrown away. There should be NO FOOD in the kitchen sinks, counter tops, garbage disposal, etc. All decorations should be taken down. Church decorations taken down prior to the event must be put back up.
3. DO NOT TAPE/HANG/GLUE DECORATIONS from the light fixtures, fans or painted walls. (Balloons must be weighted down.)
4. Tables must be wiped down with cleaner and free of any food or debris. Tables and chairs must be put away in room.
5. Floors must be swept and mopped (using large push broom and mop/bucket in janitor's closet). Spills of liquids, candy, cake, etc. MUST BE CLEANED UP.
6. All garbage must be taken out to the outside trash cans in the back of the building. NO CONFETTI!
7. Groups using the building for weddings, showers or parties, may serve wine (includes champagne) or wine pouches. No other alcoholic beverages are to be served or to be in the building. This will be strictly enforced.
8. A time limit must be set prior to using the building. No group shall be in the building after 10:00pm (City Ordinance).
9. Renter is responsible for any breakage or damage that occurs during the event. Hall will be inspected following the rental.

Equipment Includes: 10-60in. Round Tables (seats 6-8), 5-8ft Rectangle Tables (seats 10), 4-6ft. Rectangle Tables (seats 8), 1-4ft. Rectangle Table, 5-Card Tables, 90 chairs, and Baby Equipment (3 Bumbos, 1 Bouncer, 2 highchairs, 2 booster seats, etc.)

***Cancellations made more than 45 days prior to the event will receive a full refund of the \$100 cash deposit.**
***Cancellations made 45 days or less prior to the event will not receive the \$100 cash deposit back.**
***Hall Rental must complete all items on the Rental Checklist (Posted in the kitchen board) to receive \$100 cash deposit back. In any event that the checklist items are not performed by the renter, St. Luke's reserves the right to retain part/all of the \$100 cash deposit. This is to be determined by the Hall Rental Coordinator.**

(Signature of St. Luke's Episcopal Church Rental Coordinator)

(Signature of Renter)

Date: _____

Date: _____

(*PLEASE SIGN AND RETURN THIS COPY*)

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(Signature of Renter)

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(*PLEASE KEEP THIS COPY FOR YOUR RECORDS*)