

**CHRIST EPISCOPAL CHURCH, MONTICELLO, FLORIDA
CONTRACT FOR GERRY HALL (PARISH HALL)**

NAME (Individual, Business or Group) _____

REPRESENTATIVE _____

MAILING ADDRESS _____

TELEPHONE (Home) _____ (Work) _____

NON-PROFIT ORGANIZATION (YES)____(NO)____ TAX EXEMPT NUMBER _____

DATE REQUESTED _____ TOTAL NUMBER OF PEOPLE EXPECTED (approximately) _____

TIME REQUESTED (include set-up and clean-up time) _____

TYPE OF ACTIVITY _____

REHERSAL (YES)____(NO)____

USE OF KITCHEN (YES)____(NO)____

CATERER (YES)____(NO)____

NAME OF CATERER _____

ADDRESS OF CATERER _____ TELEPHONE # _____

SPECIAL REQUESTS _____

TERMS OF CONTRACT (RULES)

- DEPOSIT: A \$100.00 refundable deposit is due at the time the contract is signed.
- TIME PERIOD: 24 hours
- SET UP OF TABLE AND CHAIRS: This is the responsibility of the renter. The round tables and the padded chairs may NOT leave the building. The older rectangular tables and metal folding chairs may be used in the yard. Sitting on the tables is NOT allowed. *Table linens are not provided.*
- NO RICE, BIRDSEED OR CONFETTI MAY BE THROWN INSIDE THE PARISH HALL. It is permissible to throw birdseed (only) in the yard.
- NO SMOKING IS PERMITTED INSIDE THE PARISH HALL.
THE CATERER OR PERSONS RESPONSIBLE FOR THE USE OF THE KITCHEN MUST ABIDE BY THE RULES POSTED ON THE WALL OF THE KITCHEN. FOOD OR DEBRIS MUST NOT REMAIN IN THE PARISH HALL OVERNIGHT.
- A KEY WILL BE PROVIDED TO YOU THE DAY BEFORE A PLANNED ACTIVITY.
- ALCOHOL: Only wine, beer or champagne may be served. NO HARD LIQUOR MAY BE SERVED.
- NO ALCOHOL MAY BE SERVED TO MINORS
- NOTHING IS TO BE ATTACHED TO THE WALLS (Balloons, tape, nails, stickem. etc.).
- NO DEEP FRYING INSIDE THE KITCHEN OR THE PARISH HALL.
- ON SATURDAY NIGHT, IT IS ABSOLUTELY NECESSARY THAT THE BUILDING BE CLEAN BY 7:00AM SUNDAY.
- THE PARISH HALL MUST BE LEFT THE WAY IT WAS FOUND. THE DEPOSIT WILL BE FORFEITED IF THE BUILDING IS NOT CLEAN.
- ALL EVENTS ARE SUBJECT TO THE APPROVAL OF THE VESTRY OF CHRIST EPISCOPAL CHURCH, MONTICELLO, FLORIDA.

SIGNED _____ DATE _____

DEPOSIT _____ DATE RECEIVED _____ RECEIVED BY _____

FEE _____ DATE RECEIVED _____ RECEIVED BY _____

CHRIST EPISCOPAL CHURCH, MONTICELLO, FLORIDA, IS NOT LIABLE FOR ANY INJURY OR MISHAP DURING THE CONTRACT PERIOD.