

THE PRESBYTERIAN CHURCH OF CORAOPOLIS

1201 Fifth Avenue
Coraopolis, PA 15108

412-264-0470
prescor@verizon.net



EVENT RENTAL INFORMATION AND CONTRACT

Name _____ **Phone #** _____

Address _____

Event _____ **Event Date** _____

Room(\$) _____ **Event Time** _____

In accordance with Fire Code:
Maximum Capacity of the Lower Parlor is 40 people
Maximum Capacity of the Social Hall 150 people

DEPOSIT

Required deposit is \$150.00 and is necessary to secure your request for rental. **The deposit is in addition to the rental fee** and is refundable 10 days after the event only if all conditions to this agreement are met. If you cancel less than 30 days prior to your event you will forfeit the full deposit. Should the facility not be left in the condition in which it was found, including the removal of all garbage to the outside dumpster (key for dumpster is located on wall near kitchen sink) the deposit will be used to return the facility to the appropriate condition. If the cost exceeds the deposit amount, the renter will be billed for the difference. Any rental fees remaining will be returned to renter.

FEE\$

| | <u>Members</u> | <u>Non Members</u> |
|----------------------------|-----------------------|---------------------------|
| <u>SOCIAL HALL</u> | \$75.00 | \$100.00 |
| <u>LOWER PARLOR</u> | \$50.00 | \$75.00 |

Additional Charges: (Kitchen Fees)

Use of the dishes/dishwasher \$75.00
Use of Ovens and Stoves \$75.00

Room and kitchen fees are based on a 4-hour usage of renter's choice. Additional rental time is available at \$50.00 per hour for the Lower Parlor and/or Social Hall.

Equipment – Tables and chairs are provided at the church to accommodate your party. All tables and chairs should be folded and stacked at the conclusion of rental. Use of the tables and chairs outdoors is strictly prohibited. If equipment is found outdoors or found to have been used outdoors, you will lose your deposit. Also, available for the renter's use are 10 gas burners, four gas ovens, and a dishwasher all at an additional cost.

Decorations – **No nails or thumb tacks are permitted.** Masking tape only. Remove all tape at the conclusion of the event. **NO** confetti of any kind is permitted.

Trash – Trash is to be bagged and placed in the dumpster located in the back parking lot. The key for the lock on the dumpster is hanging on the door frame near the kitchen sink. **DO NOT LEAVE GARBAGE IN THE CHURCH.**

Supplies – Renters must supply all miscellaneous items such as large trash bags to fit the 4-5 large garbage cans, dish towels, soap, linens, paper towels etc. Restroom supplies will be provided.

Storage Closet in Hallway must be properly maintained and organized (if used) - specifically the first week in December. Closet must be re-organized for church access prior to the annual Living Nativity.

Off Limits – The 2nd and 3rd floors and the Sanctuary are off limits. Additionally, no alcoholic beverages or smoking is permitted inside or immediately outside of the church.

Clean up – Renter is responsible for leaving the facility in the condition in which it was found. All equipment should be returned to its proper location, the stoves and dishwasher should be left as they were originally found, and the floors should be swept or mopped as needed. All food must be removed.

None of the food or beverages belonging to the church are to be used, or costs will be deducted from deposit.

REFUNDABLE DEPOSIT MUST BE RECEIVED WITHIN 7 DAYS OF RESERVATION TO HOLD DATE

Security deposit \$150.00 For Room Rental (All)

COSTS

| | |
|-----------------------|---------------------|
| \$ _____ Room Rental | \$ _____ Dishwasher |
| \$ _____ Stove & Oven | \$ _____ Extras |

Total amount due to the church \$ _____

Please sign and return with your deposit check to the Presbyterian Church of Coraopolis for approval by our Session.

Authorized Signature _____ Date _____