

HALL RENTAL AGREEMENT

This Hall Rental Agreement ("Agreement") is made and entered into on this

___ day of _____, 20____

Owner: St. Michael's Episcopal Church, located at 210 Church Street Naugatuck, CT, hereinafter referred to as "Owner," and

Renter: [Renter's Name]_____, residing at [Renter's Address]_____, hereinafter referred to as "Renter."

1. RENTAL DETAILS

- **Location:** 210 Church Street Naugatuck, CT 06770
- **Rental Date(s):** _____
- **Event Type:** _____
- **Building Usage:**
 - ☐ Hall ☐ Wing/ Kitchenette
 - ☐ Commercial Kitchen ☐ Sanctuary
- **Rental Hours:** From _____ AM/PM to _____ AM/PM
- **Expected Number of Attendees:** _____

2. RENTAL FEE & PAYMENT

- **Rental Fee:** \$ _____
- **Deposit Amount (50%):** \$ _____ (Non-refundable)
- **Payment Schedule:**
 - Deposit Due with Contract
 - Final Payment Due 7 Days Prior to Event
- Payments shall be made via Cash or Check.

3. BUILDING MANAGER

- The Building Manager is included in the rental price.
- The Building Manager is responsible for unlocking/locking the doors, addressing general questions, ensuring the hall is clean/ maintained and ready for each rental, monitoring the hall during rentals to maintain order, addressing safety concerns, and ensuring the hall is properly cleaned after each use by the renter.
- The Building Manager is not responsible for table/ chair set up or trash removal.

4. CANCELLATION POLICY

- **By Renter:**
 - If canceled up to **14 days before** the event, **50% of the deposit** will be refunded.
 - If canceled **within 7 days** of the event, **no refund** will be issued.

- **By Owner:**
 - If the owner cancels, **100% of the deposit** will be refunded to the renter.

5. USE OF PREMISES

- The hall shall only be used for the specified event.
- No glitter, Silly string, or confetti is allowed.
- The renter agrees to comply with all local laws and venue policies.
- Decorations, equipment, and any modifications must be approved by the Owner.

6. LIABILITY & INSURANCE

- The renter assumes all liability for personal injury and property damage.
- The renter agrees to provide liability insurance if required.

7. CLEANUP & DAMAGES

- The renter is responsible for all cleanup and trash removal.
- The renter must return rental to the same condition as prior to rental.
- Any damage caused by the Renter or guests will be charged to the Renter.

8. ALCOHOL & FOOD POLICY

- The provision and consumption of alcohol must receive prior approval from the Vestry via email. If approved, only beer and wine are permitted.
- Guests must not leave the premises while intoxicated.
- All catering services must adhere to the venue's policies and guidelines.

9. TERMINATION OF AGREEMENT

- Owner reserves the right to terminate this Agreement for violation of any terms.

10. ADDITIONAL TERMS

IN WITNESS WHEREOF, the parties agree to the terms stated above and sign below:

Owner: _____ **Date:** _____

Renter: _____ **Date:** _____