

CHRIST EPISCOPAL CHURCH
311 E. Church Street, Martinsville, VA 24112 (276) 632-2896
Agreement and Rental Schedule for Use of Episcopal Church Parish House

This agreement contains the terms and conditions concerning the use of the Christ Episcopal Church Parish House. Persons signing this agreement acknowledge that they have read the agreement and are bound by and responsible for all of the terms and conditions herein.

Church members are encouraged to use the Parish House for funeral visitation and reception after the service. No donation is required for such functions.

Terms and Conditions

All requests for use of the Parish House must be made through the Church Office of Christ Episcopal Church. The person renting the Parish House will be referred to as “renter”. **The renter is responsible for obtaining the key and returning it to the Church Office after the event has taken place. The key is to be dropped through the mail slot on the Parish Office door after the event.**

The renter is responsible for the cost of:

a) Repair, replacement, or compensation for any loss or damage of the church property, including spills and stains on upholstery. An Administrator is to inspect the premises after the event to determine that no compensation is owed. If damage is found, the Junior Warden will be contacted to determine what compensation is owed.

b) Clean-up cost by sexton (\$50.00 minimum, \$50.00 per hour) will be charged if the Parish House is not returned in its original condition. All furniture should be returned to its original location. If the Parish is not returned to its original condition, the cost for clean-up will be deducted from the deposit before the deposit is returned.

Responsibilities of the renter including all parish members and “not for profit” organizations:

The Parish House is to be left neat, clean and in the same condition in which it was found. This includes returning all furniture to its original position (please read “Furniture Moving” below).*

The renter must use two linen tablecloths on the dining room table to prevent scratches and scuffs. The table is 12’ x 4’.

The renter is responsible for bagging all garbage and placing everything in the dumpster which is located at the corner of the Parish House back parking lot.

Flatware, glass punch cups, glass punch bowls, wine glasses, glasses, glass plates, white china and glass and other serving trays are available. If the dishwasher is used, then the dishes must be placed back into the appropriate cabinets. If the dishes are not washed and replaced, then a clean-up cost (minimum of \$50.00) will be charged. Signers of this agreement are encouraged to be very clear about this issue if a caterer is used for the event. **NOTE: There is no disposal in the kitchen sink. Please do not put solid items down the sink drain.**

Restrictions on Use of the Parish House:

Smoking is absolutely prohibited everywhere in the Parish House, including the front porch. A \$150.00 fine will be charged if any evidence of smoking in these areas is found.

Lighting of Candles (or any open flame) is prohibited in the Parish House.

No Red Wine is permitted at any function in the Parish House.

Furniture Moving:

If sofas or other large pieces are to be moved to another area for an event, a charge of \$100.00 per room of furniture will be charged to move and return furniture to its original location. Chairs and small tables may be moved without charge.

Large antique furniture items that may not be moved are: Library, tall chest; Parlor, chest with glass doors, antique mirror to include the small table and piano.

If a large piece of furniture is needed for an event, approval by the Rector and Junior Warden must be given before it can be brought into the Parish House and an additional fee may be required.

Photographs showing the proper furniture arrangement in each room of the Parish House will be kept in the chest in the foyer for referral by the renter to aid in the proper rearrangement of the furniture, if moved.

The maximum number of persons present at a Parish House function is one hundred and fifty (150) people. Any function that may bring in over 150 guests must have prior written approval of the Rector and Junior Warden.

Christ Episcopal Church retains sole discretion in approving or disapproving events and reserves the right to approve or disapprove of an event as it deems necessary to properly preserve and protect the Parish House. Any decision made by Christ Episcopal Church is final.

Payment of a damage deposit (\$150.00) and reservation fee of one-half of the rent is due at the time the reservation is made and the application is signed at the Church Office. A date cannot be held for more than 1 week without the proper deposit made and signed agreement on file in the office. The original agreement with the necessary signatures must be kept on file in the Church Office. The deposit will be returned upon inspection and approval by an Administrator which shall be within one (1) week after the event and the key is returned (or event ends, if no key is needed). As previously mentioned, the key is to be dropped through the mail slot on the Parish Office door after the event.

If a set up time is required outside the rental hours, prior arrangements must be made with the Church Office by calling 276-632-2896.

All personal items brought into the Parish House for an event must be removed within 24 hours of the event. The sexton will not be available for moving items.

Meetings related to the business of Christ Episcopal Church with or without the serving of food shall always be at no donation and no deposit.

**FEES FOR MOVING FURNITURE AND RETURNING TO ORIGINAL LOCATION:
(EXCEPT FOR PREVIOUSLY DESIGNATED PIECES)**

1 Room—Library	\$100.00
2 Rooms—Library and Parlor	\$200.00
Set up for Tables: Up to 6 round tables with 6 chairs each	\$120.00

For non-members of Christ Episcopal Church, the photographer will be charged a sitting fee of \$75.00 for portraits taken in and around the Parish House. A reservation is required through the Church Office.

PARISH HOUSE RENTAL PRICES:

If these times do not work for your event, you can book in 7-hour increments, which includes come in, set up, decorate, hold the event, clean up and out. If the new hours cross over into the evening time frame, you would be charged the evening rate.

FOUR ROOMS: FOYER, LIBRARY, DINING ROOM AND KITCHEN

DAY EVENT: 9:00 A.M. ENDING BY 4:30 P.M.

1-25 \$100.00

26-75 \$175.00

EVENING EVENT: 5:00 P.M. ENDING BY 12:00 A.M.

1-25 \$125.00

26-75 \$200.00

FIVE ROOMS: FOYER, LIBRARY, DINING ROOM, KITCHEN AND PARLOR

DAY EVENT: 9:00 A.M. ENDING BY 4:30 P.M.

1-25 \$150.00

26-75 \$225.00

76-100 \$250.00

101-150 \$300.00

EVENING EVENT: 5:00 P.M. ENDING BY 12:00 A.M.

1-25 \$250.00

26-75 \$325.00

76-100 \$350.00

101-150 \$400.00

NOT FOR PROFIT GROUPS:

FOUR ROOMS: FOYER, LIBRARY, DINING ROOM AND KITCHEN

DAY EVENT: 9:00 A.M. ENDING BY 4:30 P.M.

1-25 \$ 75.00

26-75 \$150.00

EVENING EVENT: 5:00 P.M. ENDING BY 12:00 A.M.

1-25 \$100.00

26-75 \$175.00

FIVE ROOMS: FOYER, PARLOR, LIBRARY, DINING ROOM AND KITCHEN

DAY EVENT: 9:00 A.M. ENDING BY 4:30 P.M.

1-25 \$125.00

26-75 \$200.00

76-100 \$225.00

101-150 \$250.00

EVENING EVENT: 5:00 P.M. ENDING BY 12:00 A.M.

1-25 \$200.00

26-75 \$275.00

76-100 \$300.00

101-150 \$350.00

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AGREEMENT FOR USE OF THE PARISH HOUSE OR
OTHER PROPERTY OF CHRIST EPISCOPAL CHURCH

The undersigned "renter" has read the Parish House Agreement and understands it, and accepts all of the terms and conditions hereof. He/She/They "renter" shall be responsible for any and all damages to any property therein during the event and liability for damages is not limited to the damage deposit amount listed in this document.

Indemnity. The Renter hereby agrees to assume full responsibility for any and all damages to the premises of Christ Episcopal Church or for any claim for loss, bodily injury, or any other expense arising from the rent or use of the Parish House or other Church property. Renter shall indemnify and hold harmless the Church from any such claims asserted by any party resulting from the use or occupancy of Church facilities caused in whole or in part by any negligent act or omission by any person or entity.

***** Please note, the reservation is not confirmed until the \$150 deposit, at least 1/2 of the rent and the signed Rental Agreement is received by the CEC office. The remaining 1/2 of the rent would be due two weeks prior to the event date. Pick up the key the Friday before the event between 9:00 am and 3:00 pm.**

***In the event that a check is returned to Christ Episcopal Church marked (NSF), an additional fee of \$50 will be charged to the renter.**

"Renter" Signature

"Renter" Name (Please Print)

Group or Organization (if applicable)

Date _____

ONLY **YELLOW** OR **GREEN**
PAINTER'S TAPE IS ALLOWED
ON THE WALLS – NO OTHER
KIND. THANK YOU!

"Renter" name and address:

Telephone Number _____ Email: _____

Type of Event: _____

Number of Guests _____ Date and Time of Event: _____

Deposit \$ 150.00 Paid (date) _____ Check No. _____ Cash _____

Damage Fee (if applicable) \$ _____ Paid (Date) _____

Deposit Returned \$ _____ Paid (date) _____

PH Rent: \$ _____ Paid (date) _____ Check No. _____ Cash _____

1/2 Rent \$ _____ Paid (date) _____ Check No. _____ Cash _____

Balance Rent _____ Paid (date) _____ Check No. _____ Cash _____

Key # _____ given Date given _____ To _____

Key Returned (date) _____ From _____