

South Church Rental Agreement

Telephone: (603) 436-4762 Fax: (603) 436-3018

292 State Street, Portsmouth, New Hampshire 03801

office@southchurch-uu.org

www.southchurch-uu.org

Contact Name: _____ Group Representing: _____

Address: _____ City/State: _____

Day Phone: _____ Eve Phone: _____

Email _____

Description of Event: _____

Date of Event: _____ Actual Event Time: from _____ until _____

Time span of rental (set-up, event and clean-up) : from _____ until _____

Number of People Attending _____ Contact for ticket Sales _____

Rental Fees *For every half hour (30 minutes) of use after 11:30PM, a \$25.00 surcharge will be added.

Sanctuary Rental \$450 (\$350 nonprofit rate) _____
Room capacity: 500 Nov 1 – Apr 1 heating surcharge = \$100

Parish Hall \$225 (\$150 nonprofit rate) _____
Room capacity: 150 Nov 1 – Apr 1 heating surcharge = \$50

Ladies Parlor \$75 (\$50 nonprofit rate) _____
Room capacity: 25 Nov 1 – Apr 1 heating surcharge = \$25

Kitchen \$150 (\$100 nonprofit rate) _____
Nov 1- Apr 1 heating surcharge = \$10

Karnan House room/s \$50 (\$35 nonprofit rate) _____
Room capacity: 15 Nov 1 - Apr 1 heating surcharge = \$10

Event Total _____

50 % Deposit (Non-refundable) _____

\$ _____ Per Head Fee (due 2 weeks post event) _____

\$100 Security Deposit (separate check to be returned upon post-event review) Rec'd _____

IMPORTANT: *All events are expected to be kept to a reasonable length of time, i.e., two hours performance time and one hour for breaking down equipment. South Church provides an attendant who closes and secures the church. No one must be remaining on the premises after this three-hour period.*

Table and/or Chairs needed: Yes _____ No _____

Will you be using South Church's piano? Yes _____ No _____

The piano can not be lifted onto the stage w/o authorization. A professional mover of our choice, at your expense, will be used to lift the piano to the stage. The organ is not to be used or moved w/o the permission of our Director of Music.

NOTE: *South Church no longer offers a mobile stage extension. This type of unit can be rented at Marshall's, arrangements to be made by you, at your expense.*

FACILITY USE AGREEMENT

- South Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Unitarian Universalist principles and values.
- All decorations, staging and equipment must be broken down and removed immediately following event.
- South Church reserves the right to modify the space in accordance with the needs and programs of the church, especially during holidays. At times, this might create line-of-sight obstructions to the area where the stage is placed or to the view of the chancel.

DEPOSITS AND PAYMENTS

- A **non-refundable** deposit of **50%** is required to reserve all building space. This fee includes the services of an attendant and cleaner for your event. **Please note:** *If a sanctuary rental is scheduled less than one month in advance, rental will only be confirmed once an attendant has been secured.*
- The remainder of the rental fee is due two weeks prior to the event. Any per head fees (ticket sales) are due within seven days following the event.

INSURANCE COVERAGE

- Renters who are charging an entrance fee for their event must obtain **General Liability Insurance** of at least **\$1,000,000** in which the Unitarian Universalist Church is listed as “additional insured” party. You must provide the church office with a Certificate of Insurance prior to the event. Doors **will not** be opened if the office does not receive the certification.

TERMS AND CONDITIONS

- It is the renter's responsibility to obtain a keycode for building access, 5 to 7 days prior to the event.
- NO SMOKING on church property at any time – please have smokers go outside the gate.
- NO LIT CANDLES OR FLAMES of any sort. (Plastic candles with batteries are fine.)
- NO FOOD OR BEVERAGES in the sanctuary. No food or drink on any church property without permission of the church office. Any damage, cleaning or replacement costs due to food or beverage will be the responsibility of the renter. Renters: Please be mindful of food in the sanctuary... let those attending your event know that there is NO food or drink allowed!!!
- The kitchen is to be left clean; all garbage and recyclables are to be removed from the building immediately after any function. Failure to do so will result in the renters paying for garbage removal.
- The Renter is responsible for set up and break down of all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on church premises shall be at your own risk and only with prior permission.
- Services of Police or Firemen to satisfy the requirements of State or Local Statute, or for any other reason, shall be the responsibility of the individual or group renting the building.

DAMAGE ASSESSMENT:

- Damage to church property caused by the renter, any contractor or employee of the renter, or any person attending the event for which the church was rented, *will be charged to the renter.*

We agree to abide by the terms and conditions of this agreement including any supplementary agreement [s] attached hereto; to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized persons [s] to enter or use church property and to remove any property brought into the church when rental period is over.

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises and/or cancellation of this contract.

Approved by Unitarian Universalist Church

Applicant _____ Date _____

For South Church _____ Date _____

Please make Rental fees payable to "South Church". A 50% non-refundable deposit is due at the time of your reservation. The balance of all fees is due no later than two weeks after your event.