

**Freedom Plains United Presbyterian Church
1168 Route 55
PO Box 400
LaGrangeville, NY 12540
(845) 452-0684**

Fellowship Hall Rental Information

Booking Procedure:

Thank you for considering Freedom Plains United Presbyterian Church as your event space! You can make an appointment with the Rental Coordinator by calling the church office at 845-452-0684. Please be sure to read all policies and rules before reserving the facility. When making a reservation, please provide the date, time, number of individuals, type of event, desired room configuration and name of caterer (if applicable).

Fees: Booking, Rental, Security Deposit & Payment Schedule

- A complete Price Breakdown is included in this Information Sheet.
- The required fees include:
 - A Rental Fee, half of which is due at the time of booking.
 - A refundable Security Deposit due at the time of booking.
 - A security deposit, less any deductions, will be refunded to the Renter within 15 days following the event, after approval by the Rental Coordinator. If the premises are not left in satisfactory condition, the Security Deposit will be held to cover any damages and cleaning fees, and as compensation to the church for costs incurred should the event run over the allotted time. This contract provides for 2-hour set-up and 1-hour clean-up. Time in excess of that shall be computed at \$50 per hour and will be withheld from the Security Deposit.
- The balance of all fees, including the security deposit, is due thirty (30) days prior to the event.
- Daytime events (functions ending before 5 p.m.) will have discounted rates (see page 5).

Policies:

- A Site Representative from FPUPC will be present at all events.
- All functions must be finished and cleaned up in time for everyone to vacate the facility by 11 p.m. Under no circumstances shall the premises be occupied past midnight. *In the event that should occur, the entire Security Deposit will be forfeited.*
- Functions with more than 80 people require rental of the full hall.
- Events with 170 people or more may require the hiring of security for the event at the discretion of the Property Committee of FPUPC. Security personnel must be licensed and bonded.
- Use of a DJ or dance band requires rental of dance floor and full hall.
- Renters may not charge admission fees for events held in Fellowship Hall.
- This Rental Agreement provides only for the use of the Fellowship Hall, kitchen area (if applicable), rest rooms and space immediately outside of Fellowship Hall. It does not include use of the Sanctuary or any of the areas or hallways beyond the Church Office signage.
- Facilities will be made available at least one hour and up to two hours prior to the rental time to allow for preparation and decoration. This timing shall be coordinated in advance with the Church's Rental Coordinator and/or Site Representative. Facilities will also be available one hour after for cleanup. As noted above, time in excess of these allotments will be charged at \$50/hour and will be deducted from the Security Deposit.
- Nothing may be attached to the walls; this includes decorations and signs. Tape, nails, pushpins and the like may not be affixed or used on walls, room divider, windows, chairs, tables or the floor, both inside and out. Nothing may be hung from the ceiling or tied to chandeliers. All decorations (inside and outside) must be free standing or placed on tables.
- No open flames, candles, fireworks, alcohol-fueled chafing dishes or smoke machines are allowed.
- The facility is a smoke-free environment. Smoking of any kind and/or use of vapor products is not allowed in or outside the building.
- No child under the age of 12 years shall be allowed in the kitchen.
- Kitchen is to be cleaned after the event. Cleaning includes: wipe/sanitize counters, sweep and mop floors, clean equipment, and remove trash to the dumpster. Failure to leave the kitchen in satisfactory condition thereby necessitating additional cleaning by the Church will result in the forfeiture of such part of the security deposit as may be required to return the space to condition fit for use.
- Tables and chairs may not be removed from the building.

- After use of tables and/or chairs, the Renter is responsible for returning them to their original locations. That task may be delegated to the Caterer with the Renter remaining responsible for completion of the task.
- All rentals and any property used by the Caterer or Renter must be removed immediately after the event. Rental equipment such as dishes, serving ware and glassware provided by other businesses may be left overnight, provided that such equipment has been cleaned and is neatly placed by the dumpsters and arrangements have been made for pick up prior to noon the following morning.
- Alcohol shall only be served by a licensed and insured caterer. Proof of license and permits will be required prior to the event. No illegal drugs are allowed on the property. **Any violation will result in the authorities being contacted immediately and the Renter and guests being directed to leave the hall. Any and all remaining time shall be forfeited and there will be no refund of any sort. See section on Alcohol Policy (page 4) for more details.**

Responsibilities and Obligations of Renter

Liability Insurance:

Liability insurance will be required in order to rent the hall.

- A general Liability Insurance policy with a minimum combined single occurrence of five hundred thousand dollars (\$500,000) must be provided.
- All liability policies must name **Freedom Plains United Presbyterian Church** as an additional insured on a primary and non-contributory basis.
- A certificate of insurance must be on file with the Church two weeks prior to the event.

Caterer:

- Caterer will notify Site Representative/Rental Coordinator of arrival time at least one week in advance of event.
- The Kitchen and Equipment used by the caterer will be inspected by Site Representative/Rental Coordinator after the event.
- The site will provide chairs and tables. The Caterer/Renter is responsible for room set up and for returning tables and chairs to storage carts after the conclusion of the event.
- The Caterer is required to remove all trash, including bottles and cans.
- No dish with an open flame is allowed, and no dishes are to be cooked at the table.
- Proper insurance for food and/or liquor service is mandatory in limits listed below.

The Renter also agrees that any and all caterers on the premises must provide a Certificate of Insurance with the following minimum limits:

- Worker's Compensation Insurance must be provided for all employees.
- Statutory limits as required by New York State.

- Comprehensive General Liability insurance with a combined single limit of a minimum of five hundred thousand dollars (\$500,000) per occurrence.
- If alcohol is to be served, the Church requires a specific Liquor Liability Insurance policy with a minimum combined single occurrence of one million dollars (\$1,000,000) be provided. This is in addition to the general liability insurance that may be required. This policy must list **Freedom Plains United Presbyterian Church** as named and/or additional insured. No tip cups or service of shots are allowed. **See Alcohol Policy below.**
- All liability policies must name Freedom Plains United Presbyterian Church as an additional insured on a primary and non-contributory basis.
- A certificate of insurance must be on file with the Church at the site two weeks prior to the event.

Alcohol Policy:

A Caterer must be employed if the Renter intends to provide alcoholic beverages. The Caterer must follow all licensing, permitting and age restrictions as set by New York State.

The Caterer is required to apply for a Caterer's Permit under section 98 of the Alcohol and Beverage Control law. Caterer may only provide beer, hard cider and/or wine. No hard liquor will be permitted. Kegs will only be allowed with prior approval of the Property Committee. Caterer's services must include providing food, in addition to the alcohol, to meet the minimum requirements of the Alcohol and Beverage Control law. Caterer may not provide only alcohol service.

1. Alcohol may only be served to persons of the age 21 and over.
2. Caterer is required to follow all "Special event permit terms and conditions" as set forth by the New York State Liquor Authority.
3. All permits must be applied for not less than 30 days prior to the event date.
4. The Caterer must provide a copy of the permit once issued by the NYS Liquor Authority to the Church. The certificate must be prominently displayed at the event.
5. The Caterer must provide staffing to serve the alcohol. Renter may not self-serve alcohol under a Caterer's permit.

Cancellation Policy: If rental is canceled after the hall is booked, there will be a fee of \$60 withheld from the deposit to offset expenses incurred by the church.

Acknowledgement: I have received a copy of the Fellowship Hall Rental Information and understand that its terms are deemed to be incorporated into the Rental Contract when it is signed.

Renter (Print name and sign)

NON-MEMBER FACILITY RENTAL RATES

	Rental Fee	Security Deposit (Refundable)
Full Hall with Kitchen (6hr)	\$1,350	\$500
Half Hall with Kitchen (6hr)	\$1,050	\$500
Full Hall with Limited Kitchen (6 hr)	Evening \$800	\$500
	Daytime \$650	
Half Hall with Limited Kitchen (6 hr)	Evening \$600	\$500
	Daytime \$500	
Full Hall (Meeting*)	\$500	\$200
Half Hall (Meeting)	\$350	\$200
Dance floor rental	\$200	

CHURCH MEMBER FACILITY RENTAL RATES

	Rental Fee	Security Deposit (Refundable)
Full Hall with Kitchen(6hr)	\$600	\$500
Half Hall with Kitchen (6hr)	\$450	\$500
Full Hall with Limited Kitchen (6hr)	\$300	\$500
Half Hall with Limited Kitchen (6hr)	\$200	\$500
Full Hall Meeting*	\$200	\$200
Half Hall Meeting	\$100	\$200
Dance Floor Rental	\$200	

*Meeting is a defined as maximum of 4 hours with coffee and water service provided. Use of the kitchen and dance floor prohibited.

Hall Rental with Kitchen Includes:

Use of ovens, range, fryer, microwave, refrigerator, ice machine, dishwasher, and coffee pot. Available tables: 5-foot rectangular (8), 60-inch round (11), 72-inch round (12). Available chairs: 208. A roll-down projection screen is also available.

Hall Rental with Limited Kitchen Includes:

Use of kitchen appliances is limited to warming oven, refrigerator, icemaker and coffee pot. Available tables: 5-foot rectangular (8), 60-inch round (11), 72-inch round (12). Available chairs: 208. A roll-down projection screen is also available.

Meeting Rental Includes:

Cafe cart w/ coffee and ice water, 8 x 10 staging area, podium, 5 ft rectangular tables (2), roll down projection screen, and chairs as needed.

Rental Contract

Name of Renter: _____ Date of Event _____

Address of Renter: _____

Phone Number: _____ Email Address: _____

Type of Event: _____ Number Attending: _____

Space Rented: _____ Rental Fee: _____

Starting Time: _____ Ending Time: _____

Dance Floor: _____ YES _____ NO _____ Dance Floor Fee: _____

Name of Caterer: _____

Caterer Contact Information: _____

Caterer Phone Number: _____ Email Address: _____

Has a liquor license been applied for: _____ Has proof of liquor license been submitted: _____

The responsible (renting) party is legally responsible for any and all damage to the property during use of the premises.

I have read the rules and regulations governing the use of the facilities and grounds as set forth in the Fellowship Hall Rental Information and agree to follow those rules. I also agree to indemnify and hold harmless Freedom Plains United Presbyterian Church and its officers, employees or members from any claim of personal injury, wrongful death, and/or property damage by reason of any act of commission, act permitted to be done, or omitted to be done by me or anyone involved with our function, in, upon, or about the premises utilized by me or arising out of or connected with the use and enjoyment of the premise by me.

NOTE:

This agreement is not binding on the Freedom Plains United Presbyterian Church until authorized by the Freedom Plains United Presbyterian Church in accord with its rules.

Signature of Renter: _____ Date: _____

Signature of Caterer: _____ Date: _____

Signature of Church Rep: _____ Date: _____

All rental rates and conditions listed above are subject to change without notice

Facility Usage Guidelines Agreement

Thank you for choosing Freedom Plains United Presbyterian Church as your meeting site! We appreciate your help in ensuring that the facility remains clean and well taken care of for everyone who uses it. Below we have listed some guidelines to aid in this matter. Please make sure to check the calendar on the bulletin board across from Fellowship Hall to see if you will be the last group in the building on that given day. Before you leave the building, please make sure to:

- 1.) Turn off all lights where you are meeting. If you are the last group in the building, turn off all lights in hallways, bathrooms, etc.
- 2.) Return tables and chairs to where they were originally found.
- 3.) Return the thermostat to its original temperature.
- 4.) General cleanup: Please ensure no trash is left in rooms such as pins/needles, scraps, extra paper, food wrappings, etc.
- 5.) Close the door on your way out and lock it if you are the last group.

I have read, understand, and agree to adhere to these guidelines. I also understand that disregard of these guidelines could result in the Church's declining the group's further use of the premises.

Name of Group/Organization: _____

Date of Facility Use: _____

Representative Name: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____