

**Christ Church  
King and Queen Parish  
P.O. Box 8  
Chaptico, MD 20621  
301-884-3451  
Cckqp.net**

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**Parish Hall Center Rental Agreement**

Deposit and completed Rental Agreement are required to reserve a room.  
Rental Fee is due 14 days prior to the event. You may request a reminder email.

Event Date \_\_\_\_\_ Today's Date \_\_\_\_\_

Lessee/s Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Name of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ Driver's License # \_\_\_\_\_

*A copy of a government-issued photo I.D. must be attached to this agreement.*

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_

**Type of Event**

\_\_\_\_\_

Caterer retained? Yes / No Caterer Name: \_\_\_\_\_

**How did you hear about us?**

Friends/Family \_\_\_\_ attended an event \_\_\_\_ Internet \_\_\_\_ other \_\_\_\_\_

**Payment (balance due 14 days prior to event)**

A refundable reservation/ security deposit of \$375.00 is required to reserve a date. Balance due 14 days prior to event. Cancellation less than 60 calendar days prior to the event date results in forfeiture of the reservation/security deposit.

**Hall fee includes use of kitchen surfaces and appliances. It does not include use of other kitchen equipment without prior arrangement.**

Parish Hall - 6 hours: \$375.00 \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Parish Hall - 18 hours: \$700.00 \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Large Meeting Room: \$125.00 \_\_\_\_\_

Paid In Full \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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**Includes:** 12 Oblong 8ft Tables – *Seats 8-10 people*  
18 Round 5ft Tables - *Seats 6-8 people*  
136 Chairs

**Hall Capacity**  
Maximum # Seats/Tables 136  
Maximum # Theatre Style 250

#### TERMS AND CONDITIONS

**Christ Episcopal Church, in Chaptico, is a vibrant and living community of faith. We ask that you show due respect and care for this facility, and experience a joyful and blessed occasion here. This agreement is for the rental and/or other services described herein of the Christ Church Parish Hall center only. The Lessee agrees to the following terms and conditions:**

#### **SECURITY DEPOSIT REIMBURSEMENT**

On the next business day following the event, the rental space will be evaluated to ensure compliance with the rental contract: cleanliness accordingly to the contract, equipment returned clean and correctly stowed or place, confirmation that all codes of behavior and contract rules were followed, and building key returned. Security deposit will then be mailed to the Lessee's address.

The Lessee acknowledges and accepts full responsibility for any damages or expenses incurred by the Lessor as a result of Lessee's use of the leased premises and for any damages caused to the leased premises or Lessor's personal property, by Lessee, its guests, agents, employees, or others present at the event. Nothing herein shall prevent Lessor from recovering damages suffered by it, in excess of the amount of the deposit fee, by appropriate legal action against Lessee. If such legal action is necessary, the Lessee shall pay Lessor's reasonable attorney fees and costs of litigation.

#### **KITCHEN APPLIANCES**

- The cleaning of the kitchen appliances, if used by anyone other than a caterer, is the responsibility of the Lessee.

#### **INSURANCE & LIABILITY**

Christ Church is not responsible for any accident, injury, or personal or organizational property left, lost, damaged or stolen in the Parish Hall Center building and on the grounds and parking areas. It is the sole responsibility of the Lessee to obtain insurance if Lessee determines necessary.

**Lessee initial \_\_\_\_\_**

- Lessee is responsible for all claims for repair or damage to church property during time of rental caused by Lessee, an agent, employer or sub-contractor, including caterer.
- Lessee is responsible for loss or removal of furnishings or supplies during the period of rental.
- Lessee shall provide adequate insurance against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning.

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- Lessee shall require caterers to be adequately insured against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning. *Check your Homeowner's Insurance Policy.*

#### **DECORATIONS AND FURNITURE**

- Decorations will be limited to table decorations and free standing decorations. **NO DECORATIONS MAY BE APPLIED TO CEILINGS OR WALLS.**
- NAILS, SCREWS, GLUES OR OTHER ADHESIVES, WHICH MAY MARK THE WALLS, FLOOR OR CEILINGS, MAY NOT BE USED.
- Any potentially combustible decorations must be fire resistant, and evergreens must be sprayed with retardant.
- Decorations, furniture and wall hangings in place at the time of rental may not be altered or removed without the prior consent of the Parish Administrator and Facilities Team.
- Table and chair racks are to remain in storage room at all times.
- If policies are not followed, security deposit will be forfeited.

\_\_\_\_\_ **Please initial that you have read and agree to forfeit your security deposit if paint is ripped off walls and/or tape and adhesives have been adhered to the Parish hall walls.**

#### **CODES OF BEHAVIOR**

- Lessee is responsible for maintaining peace and good order at all times.
- The Lessee is responsible for ensuring that the attendees of the event stay in the space contracted for use. Entry to other parts of the building is prohibited.
- All activities in the Parish Hall Center will cease by 12 midnight.
- Lessee is responsible for the supervision of children while on premises.
- Lessee bears responsibility for decorations, trash and clean-up policy.
- **SMOKING: Absolutely no smoking** is allowed in the Parish Hall Center.

#### **TRASH AND CLEAN-UP**

- Lessee will, upon conclusion of event, return all tables and chairs to storage room. Chairs and tables should be placed neatly on the racks as originally found, bathrooms cleaned and the hall floor swept clean of any trash or dirt.
- Lessee will, upon conclusion of event, remove all decorations, turn off all lights and any special equipment, lower thermostat as instructed by the Facility Coordinator and close and lock all windows and doors where specified. The hall should be returned to its original condition and setup as it was prior to event.

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- **The Lessee is to remove all trash from the Parish Hall Center property immediately following the event and should place it in the trash bin located behind the building.**

**PARKING**

Vehicles (including delivery and/or caterer's trucks) are allowed only on Parish Hall grounds and not beyond the parking lot area.

I, \_\_\_\_\_ lessee of Christ Church , King and Queen Parish Hall, on the above noted event date, have read and agree to comply with the Decorating, Clean-Up, Parking and Kitchen terms and conditions. Forfeiture of security/reservation deposit will occur if terms and conditions are not followed.

\_\_\_\_\_  
**Signature**

**Parish Membership**

**A fee of \$100.00 is charged to** cover the cost of building maintenance, utilities, furniture and supplies. Other fees for the use of the Parish Hall Center are waived for members in *good standing* provided the hall is being reserved for their personal use.

**I have read and agree to comply with the terms and conditions provided to me by Christ Church regarding use of the Parish Hall. If signing for an organization, I attest that I am authorized by that organization to enter into this agreement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Lessee \_\_\_\_\_ Date \_\_\_\_\_

Lessor/Facility Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

**In case of emergency during a rental event, please contact Michael Oliver, Christ Church Junior Warden, at 240-925-5139.**