

HALL RENTAL AGREEMENT

**Church of the Redeemer
380 Magdalena Avenue
Los Altos Hills, CA 94024
Phone: 650-941-1570**

This Rental Agreement is between: _____
And the Orthodox Church of the Redeemer.

Rental Date: _____ Rental Time: _____ to _____
Commence End

RENTAL/DEPOSIT GUIDELINES:

DEPOSIT: Cleaning Fee (Refundable) \$150.00
This reserves the hall.
Note: This fee is refundable if **ALL** of the clean-up checklist requirements are met.

RENTAL FEE: Pledge Members \$250.00 (includes kitchen use)
(Immediate Family ONLY)

Non-Pledge Members \$500.00 (includes kitchen use)
(or Outside Organizations)

DONATION \$ _____

PAYMENT OF DEPOSIT: The deposit of \$150.00 and a signed contract is required upon reserving the hall.

HALL RENTAL: The balance (which includes rental and kitchen fees) is due two (2) weeks prior to the event.

REFUND: Rental fee will be refunded if event is cancelled prior to two weeks of the reserved date.

DAMAGE: The renter is responsible for any and all damages to the Church property.

SET-UP: Renter is responsible for hall set-up.

ALCOHOLIC BEVERAGES: No hard alcohol drinks can be served in the hall; wine and beer may be served.

HOURS: Hours of use are restricted Monday through Saturday to no later than 10:00 PM

CLEAN-UP CHECK LIST

- 1) Hall premises must be left in the same condition as they were prior to rental (i.e., floors swept, chairs properly arranged at tables, trash emptied, etc.).
- 2) Kitchen (if used) must be cleaned and all utensils must be put back in place. Renter shall supply all of their own materials, including paper products.

NOTE: NO CHURCH PROPERTY IS TO BE REMOVED FROM THE CHURCH
GROUNDS. PLEASE PLAN ON BRINGING CONTAINERS FOR LEFTOVERS.

- 3) No food to be left on the premises.
- 4) Stove and oven (if used) must be cleaned and renter must be certain that they are turned off.
- 5) All garbage bags should be taken out to the dumpster.
- 6) Both bathrooms must be cleaned and trash dumped.
- 7) All lights, equipment and heater must be turned off.
- 8) All windows and doors must be locked. Please double-check that they are all closed and locked securely.

Renter hereby agrees to the above requirements and conditions:

Renter

Date