



ALL SAINTS' CHURCH

15 Basking Ridge Road, Millington, NJ 07946
(908) 647-0067

PARISH HOUSE RENTAL AGREEMENT

Today's date _____

This agreement is between All Saints' Church Millington and (your name) _____

for the rental of the (circle one) Upper OR Lower OR Both Floors of the Parish House.

Rental Date: _____ What is the event? _____

Hourly Fee:	<u>For Private Parties</u>	<u>Fee</u>	<u>Parishioners</u>	<u>Fee</u>
	Upper Room	\$60 / hour	Upper Room	\$35 / hour
	Lower Room	\$45 / hour	Lower Room	\$25 / hour
	Entire Parish House	\$100 / hour	Entire Parish House	\$60 / hour
	Kitchen use with rental	\$50 / flat fee	Kitchen use with rental	\$25 / flat fee

My Hourly Rate \$ _____ /hour

Start Time: _____ am / pm

End Time: _____ am / pm

Total # Hours _____ x _____ = \$ _____ Total Due

NOTE: Both Set-Up and Clean-Up time will be charged the hourly fee.
Be sure to include Set-Up & Clean-Up time in your rental Start and End time.

Name _____

Address _____

City/State/Zip _____

Phone _____

Cell Phone _____

Email _____

Clean up Checklist0

- o Take out all trash & recycling & replace trash can liners.
- o Wipe down all tables and put them away.
- o Wipe kitchen counters and sink.
- o Remove all your belongings including catering equipment.
- o Sweep floors; and if necessary, mop.
- o Put away tables and stow the chairs on the chair rack

Rules & Guidelines

- Decorations may not be nailed, taped or stapled to walls.
 - Renter are **not to use** All Saints' supplies- tablecloths, paper products and cutlery.
 - If any item(s) are missing or damaged from the premises, by the renter or any guest, the renter shall be responsible for the full replacement cost of all items.
 - Beer/wine are the only alcoholic beverages allowed; hard liquor is not allowed.
 - Smoking is **not** permitted inside any of our buildings. Smoking is permitted at the side entrances; all cigarette butts are to be placed in the "smoker station".
- All or part of the security deposit shall be forfeited if the room is dirty or damaged room by the renter or their guests.**

I have read the above terms & conditions and agree to be bound by the same.

Signature _____ Today's Date _____

1) Signed contract 2) deposit check for \$100 3) payment check for full rental fee
Checks payable to "All Saints' Church". Mail to: All Saints' Church, PO Box 415, Millington NJ 07946.

Deposit will be returned upon completion of event if the room is inspected and found clean and undamaged.

OFFICE USE: Security Deposit \$100 Date received: _____ Ch# _____ Initial _____ Deposit Returned _____