

St. Agnes Hall Rental

Rental Policy, Instructions and Application

The following Rental Policy contains important information regarding the use of McKay Hall. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Vestry.

If you have any questions regarding the policy and its guidelines please contact the church office at 973-256-5020.

1. Application

Hall rental applications may be obtained from our Website or by calling the church at the number above. All hall rentals for any parishioner or non-parishioner require an application. No rental shall be considered until a completed and executed application is submitted to the Parish Office together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Wardens and Vestry or Rector as appropriate.

2. Rental Fee

McKay Hall Rental

Non-Parishioner - \$275.00 plus \$35 Sexton's Fee

Use of Kitchen - \$75.00 Additional

Parishioner (in good standing) - \$100 (once in a calendar year for free)

The Rental Fee must be paid in full at least sixty (60) days prior to the rental date or with the application whichever is the sooner.

3. Security Deposit

Hall Security Deposit

Non-Parishioner \$100

Parishioner (in good standing) \$0.00

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the Church office. Refunds will occur as follows:

If the written cancellation is received greater than 60 days-full refund of rental and security deposit.

If the written cancellation is received between 46 and 60 days-full refund less \$100 cancellation fee.

If the written cancellation is received between 15 and 45 days less \$150 cancellation fee.

If the written cancellation is received between 15 and 45 days for a Saturday event-security deposit refund only.

If the written cancellation is received 14 days or less for a Sunday to Friday event-full refund less a \$200 cancellation fee.

If the written cancellation is received 14 days or less for a Saturday event-No refund.

5. Time

Each rental shall be for a period of five (5) hours. Additional time (over the five hour rental time for the function) is subject to the approval of the Wardens and Vestry or Rector as appropriate at an additional cost of \$50.00 per additional hour. Additional time must be requested at the time of application.

6. Capacity

The maximum capacity of the hall shall be 125 people with tables and chairs, 250 people chairs only.

7. Hall Set-Up

The hall will be set-up based upon your written request and diagram to the church office, no later than ten days prior to the event. No other changes to the hall configuration may be made once the event has begun.

8. Decorations

Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed.

9. Sexton Services

All rentals include set up time for your event and the breakdown of tables etc. at the conclusion of your event. The Sexton will open the church hall prior to your event and inspect the hall for cleanliness and lock the hall following your event. Parishioners in good standing will be allowed to open and close the hall themselves.

10. Hall Clean-up

Renting party is responsible for clean up of hall area, making sure all rubbish gets into the trash bins. St. Agnes will supply the trash bags. All trash must be in bags and then in the trash bins outside the rear kitchen door. Excess trash which does not fit in the bins may be

place in the shed. This is critical to security deposit refund. The Sexton will make the determination as to whether appropriate clean up has taken place.

11. Kitchen Clean-up

Renting party/caterer is responsible for the complete clean-up of kitchen area. Countertops should be washed, Ovens and Microwaves should be cleaned, Floors should be swept, Trash should be placed in the bags and then the outside trash containers, Coffee Urns should be washed, Wash and Clean Sinks and surrounding area, Do not leave any excess food, condiments, or leftovers in the refrigerator or freezer without approval of the Vestry. This is critical to the security deposit refund.

12. Cooking

NO cooking or grilling will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

13. Kitchen usage

If the Kitchen is rented, the kitchen rental party/caterer may use the following: coffee pots, coffee urns, refrigerator, freezer, and stoves and ovens, microwave (for warm up only).

14. Kitchen restrictions

In kitchen rental party/caterer **may not use** the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher without prior arrangements with the Wardens and Vestry or Rector as appropriate.

15. Smoking Policy

This facility is a **NO SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility. Cigarette butts littering the outside areas may be cause for retaining the deposit.

16. Religious Ceremonies

No religious ceremonies, other than those of the Episcopal Church, may be performed in the Church facility or any part of the Church complex unless expressly allowed by the Wardens and Vestry or Rector as appropriate.

17. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the St. Agnes, its agents, servants, employees, and Wardens and Vestry from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

18. Alcoholic Beverage Policy

- A. Renting party must provide at least 2 designated drivers for those in need at the end of the function.

20. Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

21. Amendments

This hall rental agreement may be amended by the Wardens and Vestry or Rector as appropriate to fit the particular needs of the rental party.