

## Saint Nicholas Greek Orthodox Church

3109 Scio Church Road, Ann Arbor, Michigan 48103  
(734) 332-8200 \* fax (734) 332.8201 \* <http://www.stnickaa.org>

Effective 1/1/23

### RENTAL AGREEMENT FOR FELLOWSHIP HALL (NON-MEMBERS)

Date of Application: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Please indicate the details of your event below:*

<i>Date</i>	<i>Event</i>	<i>Setup Time</i>	<i>Event Start Time</i>	<i>Event End Time</i> <i>(8-hour maximum rental.</i> <b><i>All events must end by 11 p.m.)</i></b>	<i>Approximate # of people attending your event (200 is the maximum # of people allowed)</i>

Will admission be charged? \_\_\_\_ No \_\_\_\_ Yes

Will food be served? \_\_\_\_ No \_\_\_\_ Yes If yes, please answer the following 2 questions.

\_\_\_\_ Name and contact information for the caterer:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Food will be prepared by attendees.

Will alcohol be served? \_\_\_\_ Yes \_\_\_\_ No

If yes, will it be sold? \_\_\_\_ Yes \_\_\_\_ No

***(A temporary liquor license is required if alcohol will be sold at the event or if there is an admission fee or money received for an alcoholic drink).***

***You must submit the liquor permit to the church office prior to the event.***

If insurance is required, you must submit the certificate prior to the event.

**Rental Fee: \$650.**     Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_ Credit card \_\_\_\_\_  
(Payable to Saint Nicholas Greek Orthodox Church. Must be received within 10 days of Parish Council approval).

**Cleaning/Security Deposit: \$500.** Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

**Security deposit must be made with a Credit Card at the time the rental fee is submitted. It will be a separate charge from the rental fee. Your security deposit will be returned, less any accrued damages/fees within 14 business days of your event.**

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*On behalf of my group/event, I have read the separate "Policies and Regulations for Use of Facilities" and the "Kitchen/Social Hall Use Guidelines" on the reverse side, and I agree to follow them. I also agree to be the person responsible for the payment of all deposits and fees and to pay them in full prior to the event. I also agree, on behalf of my group, to indemnify and hold harmless the St. Nicholas Greek Orthodox Church, and each of its employees, representatives, and agents, from any liability for damages to any person or property in, on, or about the leased premises from any cause whatsoever.*

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Approved: Parish Council/Designee

\_\_\_\_\_  
Date Approved

### Special request

Please indicate any special request you may have for review by the Parish Council

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### **Kitchen/Social Hall Use Guidelines**

- 1) All access to the hall, prior to the day of the event, is limited between the hours of 9 a.m. – 3 p.m. and should be coordinated by contacting the church office.
- 2) All activities must be contained within the social hall & kitchen. No use of classrooms, hallways, or outside grounds is permitted.
- 3) It is the renter's responsibility to set up and take down any tables/chairs used during the event.
- 4) All décor shall be removed after the event. Decorations cannot be stapled, taped, tacked, or affixed to walls in any fashion. Tealight candles may be used but must be placed in votives. **No open flames are allowed.**
- 5) Because of water use restrictions in accordance with our county permit, we may only have food prepared on-site a maximum of 4-5 times per year. These events are reserved for Church fundraisers. Accordingly, for your event, food should be cooked and prepared off-site to the maximum extent possible. The Church kitchen may be used for storage of the food in the cooler, preparation prior to serving (with use of the knives, utensils, preparation tables, and mixers permitted), and reheating.
- 6) Both the volume of water and the grease quantities shall be minimized to the extent possible. Menus and preparation methods should seek to minimize water and grease use. Please refer to the instructions posted in the kitchen for useful guidance.
- 7) Due to our water use restrictions, renters are strongly encouraged to use disposable dishes, bowls, eating utensils, and drinking glasses and cups, or use off-site china and silverware rental that cleans dishes off-site. Renters may not use the dishwasher for eating dishes and utensils.
- 8) Due to the conditional limitation for use of water issued by the Washtenaw County Health Department, use of the commercial dishwasher shall be minimal and only as necessary. If used, it should be fully loaded before it is run. Cooking and preparation utensils should be washed at one time in the three-compartment sink. Church cleaning materials may be used in moderate amounts.
- 9) All surfaces, the oven, stove burners, and microwave shall be cleaned and restored to the condition they were in before use. All dishes, pots, pans, mixers, and other utensils used shall be cleaned. All rented china, silverware, and glassware may be rinsed but should be returned to their racks to be cleaned off-site. The kitchen floors shall be swept and mopped. Church cleaning materials may be used for these purposes.
- 10) All unused food must be removed from church facilities after the event.
- 11) All garbage and waste shall be bagged and placed in the dumpster located on the west side of the parking lot
- 12) The hall shall be swept broom-clean and chairs and tables replaced as they were found prior to the event.

- 13) The group shall also inspect outdoors to ensure that there is no litter from food, cups or plates, cigarette butts from unauthorized smoking, etc.
- 14) The group must ensure that lights are off and doors are locked upon leaving.
- 15) The person responsible for the rental shall check with the event supervisor present during the event, prior to leaving, to ensure that all regulations and guidelines have been followed and that the facilities are restored in accordance with these guidelines.
- 16) No pets or animals are allowed on the premises except for certified service animals.
- 17) The group acknowledges that there will be charges for cleaning/custodial services and/or for damages if all regulations and guidelines have not been followed.
- 18) Your event shall not exceed 200 people per fire code specifications. In the event there are more people than our limit allows, your event will be shut down immediately, and your party will be asked to vacate the premises. You will be given the opportunity to clean up your event per the terms of the contract. In the event your event is terminated, you are still responsible for all of the terms of this contract. You will be responsible for any fines accrued if the police or Fire Marshall are called to maintain order. \_\_\_\_\_initial
- 19) If your event exceeds the cleanup time by more than 1 hour after your event end time, if there are any damages or any other expenses our facility accrues to return the facility to its original state prior to your event, these expenses will be deducted from your security deposit. If this amount exceeds the security deposit, our facility will submit an invoice for the remaining amount, which will be due within 30 days of receipt. \_\_\_\_\_initial

Acknowledgment of receipt.

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Date

### For office use

If needed, is a liquor license attached to this agreement? Yes No

If needed, is an insurance certificate attached to this agreement? Yes No

Credit Card # \_\_\_\_\_ Exp date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Is the security deposit attached? Yes No

Was the security deposit returned? Yes No Date returned \_\_\_\_\_:

Attach proof of any amount taken from security deposit.