

**Christ Church, King and Queen Parish**  
**P.O. Box 8**  
**Chaptico, MD 20621**

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301-884-3451

**Banquet 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.

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

Lessee/s Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

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

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

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

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

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

ALL SETUP AND BREAKDOWN WILL BE DONE DURING HOURS OF RENTAL  
UNLESS APPROVED BY THE OFFICE **NO EARLY ENTRY FOR SETUP.**

**Type of Event**

\_\_\_\_\_

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, equal to the rental fee of \$375.00, is required to reserve a date. Balance is due 14 days prior to event. Cancellation less than 14 calendar days of the event's date forfeits the reservation/security deposit.

Rental: 6 Hours (setup and cleanup): \$475.00 \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ **Method** \_\_\_\_\_

10 Hours (setup and cleanup): \$600.00 \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_ **Method** \_\_\_\_\_

18 Hours (6am to 12am): \$800.00 \_\_\_\_\_ Paid In Full \_\_\_\_\_ Date \_\_\_\_\_

Large Meeting Room: 4 Hours \$125.00 \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

<p><b><u>Includes:</u> 12 Oblong 8ft Tables – Seats 8-10 people</b> <b>18 Round 5ft Tables - Seats 6-8 people</b> <b>115 Chairs</b></p>
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<p style="text-align: center;"><b><u>Hall Capacity</u></b></p> <p>Maximum # Seats/Tables 115 Maximum # Theatre Style 250</p>
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In case of emergency, please contact Keith Owens at (240) 434-3995 or  
Brandon Frawley (252) 269-0433

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**TERMS AND CONDITIONS**

**Christ Episcopal Church, in Chaptico, is a vibrant and living community of faith. We are glad that you are considering using the Parish Hall Center for your event or activity. We ask that you show due reverence and care for this place, 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 cleanliness accordingly to the contract, all equipment is returned properly and confirm that all codes of behavior & contract rules were followed, and the return of the rental key. 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 invitees. 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 the church's caterer, is the responsibility of the Lessee.
- Lessee is responsible to ensure that all gas pilots have been shut off before departure.
- The kitchen, especially sinks-clean and empty, counters-clean/wiped down, pots/pans and dishes- washed/dried and put away.
- The pantry/gated area items are not to be used for events.

**INSURANCE & LIABILITY**

Christ Church is not responsible for any accident, injury, or personal or organizational property left, lost, damaged or stolen in or on the Parish Hall Center building, grounds or 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 removal of furnishings or supplies during the time of rental.
- Lessee shall provide adequate insurance against claims arising from a wrongful death, personal injury, property damage and other liabilities including food poisoning.
- 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 Home Owner's Insurance; as it generally covers all accidents.*
- Nothing herein shall prevent Lessee 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 litigations.

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**DECORATIONS AND FURNITURE**

- Decorations will be limited to table decorations and free standing decorations. **NO DECORATIONS WILL 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.
- **There will be a \$50 forfeiture fee deducted from the security deposit for any tables/chairs not restocked according to diagram attached to this contract.**
- If policies are not followed, you will forfeit your security deposit.

**Please initial that you have read and agree to withhold your security deposit if paint is ripped off walls or tape and adhesives are stuck to the Parish hall walls.**

**CODES OF BEHAVIOR**

- Lessee is responsible to maintaining peace and good order at all times.
- The Lessee is responsible for making sure that the attendees of the contracted event stay in the assigned area, unless authorized by the Facility Coordinator.
- All activities in the Parish Hall Center will cease by 12am.
- Lessee is responsible for the supervision of children while on premises.
- Lessee holds responsibility for decorations, trash and clean-up policy.
- **SMOKING: Absolutely no smoking** is allowed in the Parish Hall Center.

**ALCOHOL POLICY**

**No Alcohol may be sold on the premises.**

**The purpose of this policy is to establish procedures for private events where alcohol will be served. Alcohol may only be served with food and done so in accordance with all applicable laws. Further, no keg beer or straight alcohol "shots" are permitted to be served at any rental event, AND the maximum length of any bar service for any event is 5 hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event. Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit. Alcoholic beverages are allowed in the rental rooms only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement. Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event. Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of deposit and possible early closure of the event. No drinking of alcohol is permitted during clean-up. All guests are required to be able to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately. Beverages containing alcohol are not allowed to leave the premises and must stay inside the building.**

Member/Lessee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name \_\_\_\_\_

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**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, and close and lock all windows, and doors where specified. Return the hall to its original order prior to event.
- **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.**

\_\_\_\_\_ Clean up list is provided. Please check each item and leave it clipped to the refrigerator  
**Initial** \_\_\_\_\_ in the kitchen for parish office to review.

**PARKING**

Vehicles (including delivery and / or caterer's trucks) are only allowed 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 adhere to the Decorating, Clean-Up, Parking, Re-Stocking of Furniture and Kitchen terms and conditions. Forfeit of security/reservation deposit will occur if terms and conditions are not followed.

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