



ST. JOHN'S
EPISCOPAL CHURCH

FACILITY RENTAL

ST. JOHN'S IS A SMOKE FREE CAMPUS

Name: _____

Address: _____

Phone: _____ Cell: _____

Organization: _____

Date of Event: _____ # of Guests: _____

Time (start): _____ Time (end): _____

Type of Event: _____

Alcoholic Beverages *(Liquor is **NOT** permitted) BEER WINE

RENTAL FEE

- **\$65/hr** - Hall rental fee; minimum of 4 hours. **\$75/hr** for extra hours. Price includes 100 folding chairs and 8 round tables.
- **\$150** - Non-refundable deposit reserves the date and is applied to hall rental fee. Balance of the hall rental fee will be due 7 working days prior to scheduled event.
- **\$200** – Kitchen rental (preparing food/use of cooking equipment) * **MUST** be licensed by Montgomery County Food Prep and upon Kitchen Manager's approval.
- **\$300** – Security deposit on Kitchen Rental (deposit returned on the condition that the facility is left in the condition in which it was given. Deposit returned within 7 business days.
- **\$150** – Sexton fee required for cleaning, opening and closing the facility (6 hour max). Sexton fee is payable directly to sexton.

Make checks payable to: ST. JOHN'S EPISCOPAL CHURCH

Lessee: _____	Date: _____
Facilities Manager: _____	Date: _____
Deposit Paid: _____	Date: _____
	Balance Due: _____