



Triune Evangelical Lutheran Church
4810 West Mill Road
Broadview Hts. Ohio 44147
440-526-3676
Triune948@sbcglobal.net

Revised August 2017

Information Regarding The Rental of the Hall.

I will email you a contract after I talk with you and see if the date and time you would like is available.

The renter must READ, INITIAL ALL PAGES, SIGN, and RETURN the entire rental agreement.

The **MAIN HALL** (100 person maximum limit) rental fee is:

\$200.00 for daytime hours up to six hours prior to 6:00 PM

OR

\$250.00 for evening hours, 6:00 PM to Midnight.

If renting the hall between the two time frames the fee will be based on the majority of the time frame in which the hall is rented (example 2 PM to 8 PM the majority of time before 6, the fee would be \$200. OR 4:00 PM to 10:00 PM the majority of time after 6 the fee would be \$250).

The hours you rent the hall include your set up and clean up.

If additional hours are needed, the fee will be \$30 per hour

OR

\$300.00 for up to 12 hours.

Kitchen privileges ARE included with the rental of the Main (lower) hall.

The **UPPER HALL** (50 person maximum limit) rental fee is:

a non-refundable fee of

\$75.00 up to six hours prior to 6:00 PM

OR

\$100.00 for evening hours, 6:00 PM to Midnight.

Kitchen privileges ARE NOT included in the rental of the Upper hall and are not permitted.

If both halls are needed (more than 100 person max), the upper hall can be rented for an additional

\$50.00 (non-refundable fee) daytime hours, prior to 6:00 PM

OR

\$75.00 for evening hours, 6:00 PM to Midnight.

Security will be present for all events. initial_____

KITCHEN PRIVILEGES INCLUDE:

The use of the warming oven, stove, refrigerator/freezer, sink and microwave.

Renters MUST SUPPLY THEIR OWN

LARGE CUP CAPACITY COFFEE POT(S).

Warming pans, serving utensils, serving trays

plates, cups, plastic ware, napkins, etc.

their own food, beverages, and ice.

WE DO NOT HAVE CATERING SERVICE.

WE CAN SUGGEST SEVERAL CATERERS WHO HAVE PROVIDED SERVICE HERE IN THE PAST

THE FOLLOWING DEPOSITS ARE REQUIRED AT THE TIME YOU RESERVE THE HALL:

A \$25.00 non-refundable (hold the date) deposit (this will go towards your rental fee)

PLUS

A separate refundable security deposit*** of \$75.00 if you ARE NOT serving alcohol

OR

A separate refundable security deposit*** of \$100 if you ARE serving alcohol

*** REFUND WILL BE MADE WITHIN ONE WEEK OF YOUR EVENT PROVIDING :

YOU HAVE CLEANED UP AFTER YOUR PARTY

YOU HAVE TAKEN YOUR GARBAGE OUT TO THE DUMPSTER BEHIND THE BUILDING

YOU HAVE NOT DAMAGED ANY PART OF THE BUILDING OR PROPERTY

Any damage expenses that exceed the security deposit will be the responsibility of the renter.

The balance of the hall rental, \$175.00, is to be paid in full one week prior to the reserved date. i.e.: Feb. 3, 2018,

All payments will be made to Triune Lutheran Church.

All payments should be mailed to the rental agent at the bottom of the contract.

Alcohol in the form of beer, wine or champagne ONLY is permitted. **NO HARD ALCOHOL** is allowed in the church building or on the church property.

It is the responsibility of the renter to have a legal and responsible adult serve any alcohol to legal adults ONLY.

It is the responsibility of the renter to monitor all guests who are drinking alcohol.

TRIUNE LUTHERAN CHURCH IS NOT LIABLE AND IS TO BE HELD HARMLESS FOR ANY INJURIES OR PROPERTY DAMAGE ESPECIALLY AS A RESULT OF THE CONSUMPTION OF ALCOHOL. ANY SUCH INJURIES OR DAMAGES ARE THE SOLE RESPONSIBILITY OF THE RENTER

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Weather permitting there is a basketball hoop at the rear of the parking lot which you may use (bring your own ball), also if you want to play some games outside you may do so in the grassy area behind the basketball hoop, No food or drinks are permitted outside.

You will be contacted prior to you event for instructions as to what type of setup is needed; tables, chairs, etc.

The church will supply marked containers to the disposal of glass, aluminum, paper, glass, and food waste for use during the rental of either hall.

The church will not provide any entertainment equipment.

Music and a DJ are allowed as long as the renter provides their own electrical cords, equipment, etc.

GENERAL RENTAL RULE

1. Renter/Guests are only permitted in the main hall and bathrooms
2. ALL FOOD/BEVERAGES must be consumed inside the hall.
3. DO NOT move ANY ITEMS from the hall (tables/chairs...)
4. DO NOT use churches electronic equipment (speakers, computers...)

5. DO NOT use churches large cup coffee pots, warming pans, utensils...
6. NO CONFETTI of any kind in or outside
7. Only painters tape can be used to hang decorations (no scotch tape or push pin)
8. Kitchen area must be cleaned after party (wipe counters, sink...)
9. Hall is cleaned (wipe any spill off tables, decorations removed,)
10. Garbage is to be taken out to trash container by shed behind the church
11. Custodian will setup/take down tables/chairs
12. NO SMOKING IN OR NEAR THE ENTRANCES OF THE BUILDING --Smoking only PERMITTED by picnic tables behind the church
13. DO NOT throw cigarette butts on the ground.

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Bonnie J. Piskac

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8284 Wyatt Rd.

Broadview Hts., Oh. 44147

440-717-9629