

St. Paul's Lutheran Church

334 S. 5<sup>th</sup> St., Brooklyn, NY 11211 (718) 388-7220

RENTAL DATE: \_\_\_\_\_ Time: \_\_\_\_\_

RENT: \$700 + \$100 deposit + additional fees as requested

1. The deposit is non-refundable within one month before the scheduled party.
2. \$The full rent is due one week before the scheduled party.
3. \$100 will be returned upon evaluation by a representative of St. Paul's and meeting all the expectations outlined below. Any damage to our property will be charged according to the cost to repair or replace the damaged items.

POLICIES:

Initials

1. Renter must stock bathroom with own supplies: toilet paper, paper towels, soap. \_\_\_\_\_
2. Renter may only use St. Paul's sound and lighting system. No outside speakers or lights may be brought in. St. Paul's retains right to set maximum speaker volume. \_\_\_\_\_
3. Rental will be limited to Parish Hall, the kitchen and the bathrooms.  
Renter is responsible for emptying all the garbage and placing it in the kitchen. Any items left behind (speakers, etc.) will result in the forfeiture of \$50 of the deposit. Garbage left behind will result in forfeiture of full deposit (\$100). Garbage left on the sidewalk will also result in forfeiture of full deposit. A few helium balloons left behind are O.K. \_\_\_\_\_
4. Space must be vacated by 1am. Music must end at midnight. If the renter or guests have not departed by 1:05a.m, the renter will be charged \$50 per additional 30 minutes. \_\_\_\_\_
5. Damage to the property will be assessed on a case-by-case basis.  
Renter forfeits full deposit (\$100) if a representative of St. Paul's deems damage significant. In addition, the cost of repair or replacement will be paid by the renter. \_\_\_\_\_
6. Renter may use the kitchen to set up the event, but may not use the stove or oven. Renter may use available space in the refrigerators. \_\_\_\_\_
7. No drunkenness, fighting, lewd, inappropriate or illegal activity are permitted by the renter or guests on or near the premises. RENTER AGREES TO ASSUME RESPONSIBILITY FOR GUESTS. Failure to abide by this expectation will result in the forfeiture of the deposit (\$100). \_\_\_\_\_

8. Decorations may not deface the property. Renter will remove all tape, decorations, etc. from the premises, including doors, walls, inside outside. Failure to adequately remove, as determined by representative of St. Paul's will result in the forfeiture of deposit. \_\_\_\_\_

Renter name: \_\_\_\_\_

Renter address: \_\_\_\_\_

Renter phone: \_\_\_\_\_ Renter ID copied? \_\_\_\_\_

*By signing this agreement, renter understands and agrees to all policies and expectations, including fees, and examples of forfeitures of deposit.*

Renter signature: \_\_\_\_\_

St. Paul's Representative signature: \_\_\_\_\_

DEPOSIT: \$100 PAID: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTAL FEE: \$700 PAID: \_\_\_\_\_ DATE: \_\_\_\_\_

HOURS ON FRIDAY \_\_\_\_\_ (\$20/hour) PAID: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

*I have received \$\_\_\_\_\_ of my deposit. \_\_\_\_\_*