



ST. PAUL'S EPISCOPAL CHURCH

485 Appleton Street
Holyoke, Massachusetts 01040

Thank you for contacting us about using St. Paul's for your event. St. Paul's is happy to make its buildings available to the community.

Please contact office@stpaulsholyoke.org if interested in renting a meeting room. **The total cost is \$600.00. \$200.00 non-refundable deposit plus \$400.00 rent.**

Please fill out the Application for use of the Facility, sign the enclosed Statement of Agreement and include your \$200.00 non-refundable deposit and return in person to the church office. Office hours for rental information are Monday - Thursday from 10:00 am - 1:30 pm. During that time, the office can be reached at 413-532-5060.

EVENT INFORMATION

EVENT NAME: _____

EVENT DATE: ____/____/____

START TIME OF EVENT: _____AM/PM (Availability 8am earliest)

END TIME OF EVENT: _____AM/PM (Availability 9pm latest + 1 hr to clean up)

NOTE: NO Alcohol, Tobacco, hookah, marijuana (including those deemed legal and medicinal). Drug use of any kind is not permitted on church property. Regardless of vaccine status, all persons must wear a mask and social distance at all times while on church property.

NUMBER OF EXPECTED GUESTS: _____

RENTER NAME: _____

ADDRESS: _____
(City) (State) (Zip Code)

HOME PHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____

EMAIL ADDRESS: _____

NOTE: ATTACH COPY OF VALID STATE ID/DRIVER'S LICENSE

(Renter - Initial each section denoting you understand and agree)

_____ **RENTAL COST:** Full payment of \$600 is required 1 week prior to date of event. If full payment has not been received by 1 week prior to the date of the event, St. Paul's may cancel this agreement without notice.

_____ **DEPOSITS:** a \$200.00 nonrefundable deposit is required to hold the event space. The balance of a \$400.00 non-refundable rental fee is due no later than 1 week before the event.

_____ **CLEANLINESS:** The hall will be returned in the same condition it was given to the Renter.

_____ **KITCHEN:** The Renter understands the kitchen is unavailable and will remain locked.

_____ **MAXIMUM CAPACITY:** There shall be no more than 100 people permitted in the hall at one time.

_____ **HALL KEY:** Access to the Hall & dumpster key will be made available between 10PM and 1PM on the Friday before. Otherwise, no earlier than 8:00 am on the morning of the event. (Procedures will be discussed at contract signing.)

_____ **EMAIL AND CELL PHONE:** The Renter AGREES that the email and cell phone numbers written on this contract are current, owned by Renter, and accessible by 8am on the morning of the event.

_____ **RENTAL TIME:** The Renter AGREES to end the event at 9:00 pm and have the hall clean and ready to be closed and locked by 10:00 pm. A representative of St. Paul's will enter the event hall at 10:00pm to check the cleanliness of the premises.

_____ **DECORATION TIME:** When available, the Renter may decorate between 10-2 on the Friday before the event. Otherwise, no earlier than 8:00 am on the morning of the event. (see Hall Key). **Entrance to church building after 2pm Friday – 8am Saturday IS NOT ALLOWED.**

_____ **MASK / SOCIAL DISTANCE:** All persons, regardless of vaccination status are required to wear a mask and social distance at all times while on church property.

_____ **DECORATING:** THE FOLLOWING IS ABSOLUTELY NOT ALLOWED!

NO TAPE allowed on the floors of the hall.

NO HANGING anything from the ceiling in the hall.

NO CANDLES OR OPEN FLAMES of any kind in or on church property.

NO SMOKING OR HOOKAH of any kind in or on church property.

NO BOUNCE HOUSE, WATER SLIDE in or on church property.

NO HELIUM BALLOONS or anything than can get caught in ceiling fans in the hall.

_____ **TABLES AND CHAIRS:** will be provided by the hall based on inventory. **PLEASE LEAVE THE TABLES AND CHAIRS IN PLACE AT THE END OF YOUR EVENT.** Renter may hire a third-party company that provides outside tables/chairs. Third-party equipment/furniture must be removed by the end of the event.

_____ **RENTER'S RESPONSIBILITY:**

NOISE AND MUSIC - It is the responsibility of the Renters to ensure the noise level at the hall remains at a reasonable level at all times. This includes the volume of the music, audio/visual systems, and guests of the Renter. If the Renter fails to control the noise level in the hall to such an extent that a public nuisance is created, St. Paul's reserves the right to terminate the contract and close the premises immediately. In such an event, no refund or compensation will be granted for the early closing of the hall.

SATURDAYS ONLY **RENT**
\$400 NON-REFUNDABLE

DEPOSIT
\$200 NON-REFUNDABLE

TOTAL
\$600.00

----- (completed below by office) -----

DEPOSIT: \$ _____ DATE PAID: ___ / ___ / ___ PAID BY: CASH ___ CHECK# _____

BALANCE DUE NO LATER THAN: ___ / ___ / ___

BALANCE: \$ _____ DATE PAID ___ / ___ / ___ PAID BY: CASH ___ CHECK# _____

NOTES: _____

(RENTER SIGNATURE)

(OFFICE SIGNATURE)

NOTES: _____

Office: Attached copy of license/state ID and all receipts



ST. PAUL'S EPISCOPAL CHURCH

485 Appleton Street, Holyoke,
Massachusetts 01040

Liability Release Agreement

I, _____
(Full Name of Renter)

shall indemnify, defend and hold harmless Saint Paul's Episcopal Church, Holyoke, MA and the Episcopal Diocese of Western Massachusetts and their respective officers, directors, employees, agents and representatives harmless from and against any and all claims, demands, cause of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against Saint Paul's Episcopal Church, Holyoke, MA and the Episcopal Diocese of Western Massachusetts and their respective officers, directors, employees, agents and representatives from and against any cost and expenses (including reasonable attorney's fees) arising out of the use of the premise or property of Saint Paul's Episcopal Church, Holyoke, MA, by the undersigned.

Signed _____ Date _____

Please print your name _____