

**OFFICE USE ONLY**

Time Arrive: \_\_\_\_\_ Time Guests Depart: \_\_\_\_\_

Time Guests Arrive: \_\_\_\_\_ Time Depart: \_\_\_\_\_



# 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](mailto:office@stpaulsholyoke.org) if interested in renting a meeting room.

**The total cost is \$700.00, broken down as follows:**

- \$200.00 non-refundable deposit**
- \$400.00 non-refundable rent**
- \$100 refundable security deposit.**

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 Tuesday - Friday 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 8:00 am earliest)

END TIME OF EVENT: \_\_\_\_\_ AM/PM (Availability 9:00 pm latest + 1 hr. to clean up)

**NOTE: NO Alcohol, Tobacco, hookah, or marijuana (including those deemed legal and medicinal). Drug use of any kind is not permitted 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 Meaning You Understand and Agree\***

\_\_\_\_\_ **RENTAL COST:** Full payment of \$700.00 is required 1 week before the date of the event. If full payment has not been received by 1 week before the date of the event, St. Paul's maycancel this agreement without notice.

\_\_\_\_\_ **DEPOSITS:** 1) \$200.00 non-refundable deposit is required to hold the event space.  
2) \$100.00 refundable\* security deposit required at contract signing. Contingent upon the acceptable condition of the property (tables, chairs, etc., and cleanliness of the space at the end of the event, the security refund will be mailed to the Renter within a week of the event.  
3) The balance of \$400.00 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 onetime.

\_\_\_\_\_ **HALL KEY:** Access to the Hall & dumpster key will be made available between 10 am and 2pm on the Friday before. (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 the 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 theevent hall at 10:00 pm 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 HallKey). Entrance to church building after 2pm Friday – 8am Saturday IS NOT ALLOWED.

\_\_\_\_\_ **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 that can get caught in ceiling fans in the hall.

NO CONFETTI or GLITTER in or on church property.

\* Security deposit will be returned based on condition of property (tables, chairs, etc.)and cleanliness of room

\_\_\_\_\_ **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.

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**SATURDAYS ONLY**

<u>DEPOSIT</u>	<u>SECURITY DEPOSIT*</u>	<u>RENT</u>	<u>TOTAL</u>
\$200 NON-REFUNDABLE	\$100 REFUNDABLE	\$400	\$700

\*\*\*\*\*Completed below by office \*\*\*\*\*

DEPOSIT: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_ PAID BY CASH \_\_\_\_ CHECK# \_\_\_\_\_

BALANCE DUE NO LATER THAN: \_\_\_\_/\_\_\_\_/\_\_\_\_

BALANCE: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_/\_\_\_\_/\_\_\_\_ PAID BY CASH \_\_\_\_ CHECK# \_\_\_\_\_

NOTES \_\_\_\_\_

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

\* Security deposit will be returned based on condition of property (tables, chairs, etc.) and cleanliness of room



# 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 \_\_\_\_\_