

Church of St. John of Damascus

300 West Street
Dedham, MA 02026
(781) 326-3046

APPLICATION FOR HALL RENTAL

IMPORTANT: Please complete all information, side one and side two, and return ASAP. Hall Rental will be null and void if this form is not completed, returned with deposits and approved within two weeks of the Application date*.

Function Date _____

Day of Week (Circle One) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Name of Organization or Individual _____

Address _____

Home Telephone # _____ Business Telephone # _____

Fax# _____ e-mail _____

Requested Hours _____ to _____

Intended Use _____ Approximate Attendance _____

Name of person or organization responsible for the affair if other than applicant (if same, so indicate) _____

Address _____

Home Telephone # _____ Business Telephone # _____

Name of Caterer (if applicable) _____

Address _____ Telephone # _____

FACILITIES REQUESTED

Kitchen _____ (please be sure that party using the kitchen/caterer has read the Rental Policy guidelines with regards to the kitchen.)

Refreshment Bar _____ (please be sure that you have read the Rental Policy guidelines with regards to bar area)

Large Hall _____ **Small Hall** _____ **Head Table** _____ - # of people

of tables (round) _____ (8ft. rectangle) _____ # of chairs per table _____

Risers _____ **P.A. System** _____ **Podium** _____ **Disc Jockey** _____ **Band** _____

I have completed this application/agreement and I have read and understood and agree to the rental policy which is incorporated herein by reference.

Applicant Signature

Date

THE FOLLOWING TO BE COMPLETED BY RENTAL CHAIRMAN:

Application Received _____
Date

RENTAL FEE \$	AMOUNT	AMOUNT RECEIVED	CHECK #	DATE PAID
Amount Received for Rental				
Amount Received for Security Deposit				
Additional Costs				
Date of Post Function Inspection				
Amount and Date of Security Deposit Return				

Approved by the Rental Committee _____
Date

Refreshment Bar _____ / Police Detail _____ / Liquor License _____ -

Copy given to Custodian _____