

Church of St. John of Damascus

Hall Rental Policy, Instructions, Application

(Revised September 1, 2015)

The following Rental Policy contains important information regarding the use of the hall. It is imperative that you read and review the entire document. You may obtain a printable version of the Rental Policy by clicking the link at the right.

Please note that the rental reservation will be considered NULL AND VOID if the application is not completed and returned within two weeks of the date that the application is provided to the applicant, unless otherwise agreed to by the Rental Committee.

If you have questions regarding the policy and its guidelines, please contact the church office or email the Hall Rental Chairman.

1. Application

Hall-rental applications may be obtained from our website or by contacting our church office. All hall rentals (both large and small) for any parishioner, church organization, or non-parishioner require an application. No rental shall be considered until a completed and executed application is submitted to the Rental Committee together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Rental Committee.

2. Rental Fee

Large Hall (includes use of small hall)

- Non-Parishioner: \$1,200.00
- Parishioner in Good Standing
 - Monday through Thursday: \$475.00
 - Friday/Saturday/Sunday: \$575.00

Small Hall

- Non-Parishioner: **Not available**
- Parishioner in Good Standing: \$150.00

The Rental Fee must be paid in full at least sixty (60) days prior to the rental date, or with the application, whichever is sooner.

Initials_____

3. Security Deposit

Large Hall

- Non-Parishioner: **\$750.00**
- Parishioner in Good Standing: **\$250.00**

Small Hall

- Parishioner in Good Standing: **No Charge**

The Security Deposit is due with the application. All money shall be returned if the application is not approved.

The Security Deposit will be returned within 30 days of the function, providing that all guidelines have been followed, and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur beyond the security deposit, the applicant agrees to either perform the repairs to the satisfaction of the Rental Committee or pay for the repairs.

4. Time

All rentals will end at **midnight**.

Each rental shall be for a period of five (5) hours. Additional time is subject to the approval of the Rental Committee, at an additional cost of \$200.00 per additional hour, for no more than two additional hours. Additional time must be requested at the time of application. The facility is open two hours prior to all functions. If additional time is needed prior to function a \$100.00 per hour fee is charged.

- Additional Time Prior to Function - \$100.00 per hour
- Additional Time Following Function - \$ 200.00 per hour

5. Capacity

The maximum capacity of the large hall shall be as follows: 250 people with a dance floor; 300 with no dance floor; 350 people, auditorium style. The maximum capacity of the small hall shall be seventy-five (75) people.

6. Custodial Services

All rentals include set-up time, on-site coverage at/during the event, and breakdown of tables etc. at the conclusion of your event. Clean-up is the renter's responsibility.

Initials_____

7. Bar Service Fees

Additional fees apply for parishioners, non-parishioners, and church organizations with the use of our Bar Services.

- **Police detail** \$55.00 per hour/minimum 4 hours
The Church will set up a one-man police detail to be on call at the premises for the duration of your rental.
- **Liquor license** \$60.00
A one-day liquor license must be obtained from the Town of Dedham. This process takes 45 to 60 days to complete.
- **Liquor Liability Insurance** \$120.00
In conjunction with the one-day liquor license, the liability Insurance must be obtained to include the Town of Dedham. This process takes 45 to 60 days to complete.
- **Massachusetts Certified/Licensed Bartender** \$25.00 per hour/minimum 5 hours
A Massachusetts Certified/Licensed Bartender is required (No Exceptions). The Church will employ licensed Bartender(s).
- **Open Bar** is available for parishioners. Non-parishioners require special approval from the rental committee. A \$10.00-per-guest Beverage Security Deposit will be charged.

Please see Alcoholic Beverage Policy Section for more information.

Note: All proceeds from the bar go to the Church of St. John of Damascus

8. Cancellation Policy

The Church office must receive a written request for cancellation. Refunds will occur as follows:

- With more than 60 days written notice: full refund of rental fee and security deposit
- With between 46 and 60 days written notice: full refund, less \$100 cancellation fee
- With between 15 and 45 days written notice for a Sunday to Friday event: full refund, less \$300 cancellation fee
- With between 15 and 45 days written notice for a Saturday event: refund of security deposit only
- With 14 days or less written notice for a Sunday to Friday event: full refund, less \$450 cancellation fee
- With 14 days or less written notice for a Saturday event: no refund

The refund check will be issued within 30 days of receipt of the written cancellation.

Initials_____

9. Seating & Floor Plan Preparation

We will set up the hall based upon your written request and a diagram submitted to the church office no later than ten days prior to the event. No other changes to the hall configuration may be made once the event has begun.

10. Decorations

Decorations shall be limited to tables and chairs only. No wall or ceiling decorations shall be allowed. Decorations shall be reviewed with rental committee for proper consideration of the Church facility. All decorations must be removed at the end of the function. White tablecloths can be provided at an additional cost to the renter (\$5 each). No glue, tape, tacks, nail, pins, or any other fasteners that may damage the walls or ceiling may be used to hang decorations. Do not hang heavy objects or decorations from the ceiling.

The use of candles or any other type of open flame is NOT allowed. The use of any of these products will cause the loss of your security deposit.

11. Outdoor Signage

Signage shall be reviewed with the rental committee for proper consideration of the Church facility. All signage must be removed at the end of the function. The rental committee or the Executive Board may deny usage of the outdoor signage.

12. Kitchen Policy

Rental party/caterer may use the following kitchen items:

- Coffee pots
- Coffee urns
- Refrigerator
- Freezer
- Ice machine
- Stoves, Ovens, & Microwave (for warming only)

Rental party/caterer may not use the following kitchen items:

- Dishes
- China
- Pots
- Pans

Initials _____

- Utensils
- Table linens
- Serving trays
- Dishwasher

Cooking

NO cooking or grilling is allowed on the property. Only the preparation of cold foods and warming of precooked hot foods is allowed.

Cleaning (Responsibility of the Rental Party)

- Rental party/caterer is responsible for the complete cleanup of kitchen area
- Countertops, coffee machine, ovens, microwave, and sink must be washed and cleaned
- Floors must be swept and washed
- Trash must be placed in the outside dumpster
- Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the committee

THIS IS CRITICAL TO THE REFUND OF THE SECURITY DEPOSIT

13. Hall Clean-Up

The renting party is responsible for the complete clean-up of the hall area (upper and lower), making sure all rubbish is placed in the outside dumpster.

THIS IS CRITICAL TO THE REFUND OF THE SECURITY DEPOSIT

14. Smoking Policy

There is absolutely NO SMOKING at the Church facility. This rule will be enforced. Any violation will cause the forfeit of your security deposit, and the particular party may be asked to leave.

15. Alcoholic Beverage Policy

If alcohol is to be served, the rental must include the use of our bar area. The following guidelines will be upheld, whether rental is for parishioner, non-parishioner, or church organization

- In accordance with Massachusetts State Law, alcoholic beverages may NOT be brought into or removed from the premises

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- In accordance with the ruling of the Dedham Board of Selectmen, all alcoholic beverages will be supplied by St. John of Damascus Church—no exceptions. Special beverage requests can be accommodated. Please contact a member of the rental committee.
- Massachusetts Certified/Licensed Bartenders are required—no exceptions. St. John of Damascus Church will employ a licensed bartender. This is an additional fee to be paid by the renting party.
- St. John of Damascus Church reserves the right to refuse alcohol service to anyone without proper identification or who appears to be intoxicated.
- Cash bar will be charged at current market prices, as established by our bar committee
- Open bar is available for parishioners. Non-parishioners require special approval from the rental committee. A \$10.00-per-guest Beverage Security Deposit is required and must be paid at least 7 days prior to the function. The Beverage Security Deposit is only applied to the sale of alcoholic and non-alcoholic drinks. The renter is still liable for the additional Bar-Usage Fees. If the total bar bill is less than the Beverage Security Deposit, a refund for the difference will be returned to the renter. If the total bar bill is more than the Beverage Security Deposit, the renting party will be billed for the difference. In this case, the renting party agrees to allow the Church to deduct the difference from the hall rental security deposit
- All alcoholic beverages will be served from the bar area only
- The renting party must serve food/snacks when using the bar
- Renting party must provide at least 2 designated drivers for those in need at the end of the function
- All proceeds from the bar go to the Church of St. John of Damascus
- The Executive Board (through the Bar Committee) has full control of the bar and the serving of alcoholic beverages, and may, in its sole discretion, refuse alcoholic beverages to any person or may close the bar in its entirety

16. Damages

Any damages that occur to the facility as a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

17. Religious Restrictions

No religious ceremonies, other than those of the Orthodox Christian Faith, may be performed in the Church facility or any part of the Church complex.

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18. Amendments

The rental committee may amend this hall rental agreement to fit the particular needs of the rental party. This requires the approval of the Executive Board.

19. Indemnification/Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Church of St. John of Damascus, its agents, servants, employees, and executive officers from and against any and all claims, damages, losses, and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

To provide the best experience possible for your function, please contact us well in advance of the event with questions, changes, or added requests.

I accept on behalf of the rental party the terms and conditions of the Church of St. John of Damascus Hall Rental Policy. I understand that any violation of this policy may result in forfeiture of the security deposit.

Signature_____

Printed Name_____

Telephone_____