

**St. Peter's By-The-River Episcopal Church**  
**EVENT & FACILITIES RENTAL AGREEMENT**

Return to the Church Office promptly. Please allow a minimum of 30 days for processing.  
Facility Rental requests will be forwarded to Vestry for consideration.

**PLEASE PRINT IN INK**

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization / Ministry: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Best time to be reached:  A.M. or  P.M.

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) Requested: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Days of the Week: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_

Setup Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Setup Time: \_\_\_\_\_ a.m. / p.m.

Renting:  Parish Hall  Library  Room(s) \_\_\_\_\_  Church Grounds

**EVENT DETAILS**

Type of Event:  Meeting  Wedding and/or Reception  Regatta  Other \_\_\_\_\_

Please describe event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key(s) needed: Y/N \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**RESOURCES REQUESTED:**

Music  Audio Equipment  Visual Equipment  Nursery # of children: \_\_\_\_\_  
(Fee to be determined)

## TERMS AND CONDITIONS OF AGREEMENT

- Person in Charge must be at least 21 years old.

**NOTE: All children under age 18 require Adult Supervision.**

**NO alcoholic beverages permitted**

- Set up and cleanup is the Person in Charge's responsibility.

- St. Peter's must approve any printed material for the event **before** it is mailed or distributed.

- SECURITY

St. Peter's does **NOT** provide security. It is up to the Person in Charge to secure and pay for security. Person in Charge may contract with a private security firm for an off-duty police officer for the duration of said event. St. Peter's is not liable for any loss or damage of any items or materials brought to its premises by the event host or its guests.

- EQUIPMENT

The Person in Charge may use our stove, refrigerator, and trash cans. A limited number of tables and chairs are available to use for an additional fee. Person in Charge is required to provide their own supplies.

- DAMAGES

In the event of damage to St. Peter's equipment or furnishings beyond ordinary use, the Person in Charge agrees to pay the cost of repairs, restoration, or replacement.

**NOTE: Items NOT allowed on walls, doors, windows or ceiling are: Scotch tape, duct tape, command tape, nails push pins, staples or similar items.**

- INDEMNIFICATION

The Person in Charge agrees to defend, indemnify, and hold harmless St. Peter's Church from all claims arising from Person in Charge's use of the premises. It is understood and agreed that this is a contract for rental of space only, and the Person in Charge is solely responsible for the conduct or lack of care of itself, its employees, agents, contractors, and invitees.

- CANCELLATION

Either party may cancel this agreement on written notice sixty (60) days or more before the date of the rental without liability. In such event, deposit shall be refunded in full. The Person in Charge may cancel after sixty (60) days and no less than fourteen (14) days before the date of the rental agreement but the deposit fee shall **not** be refundable and shall be forfeited.

In the event that the Person in Charge cancels the event fourteen (14) days or less before the date of the rental agreement or if the Person in Charge fails to use the space without notifying St. Peter's of the cancellation, the Person in Charge is responsible for full payment of the rental agreement. St. Peter's may at any time cancel this contract as a result of an event or events beyond its control which makes performance of this contract impossible. In such event, it shall return the rental fees paid as of the date of cancellation.

**FACILITY USE FEES:**

A. Facility Rental:	\$500.00	\$250.00 due to secure the date	Total: _____
B. A / V Technician:	\$ 25.00 (per hour)	Hours requested: _____	Total: _____
C. Custodian:	\$ 25.00 (per hour)	Total hours: _____	Total: _____
			TOTAL DUE: _____

***Cost of any damages or cleaning needed will be deducted from Rental Deposit.***

**ACKNOWLEDGEMENT**

Person in Charge must return the following within at least fourteen (14) business days prior to event:

1. Agreement signed by the Person in Charge
  
2. Payment of one-half the rental fee. The balance of the rental fee plus other agreed upon charges will be billed after the event.

Rental fee for dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ thru \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount paid \$ \_\_\_\_\_ BALANCE REMAINING \$ \_\_\_\_\_

Person in Charge has read and acknowledges the responsibilities, conditions, and fees concerning the rental of this facility.

Person in Charge \_\_\_\_\_ Date \_\_\_\_\_  
 (signature)

**St. Peter's Episcopal Church**  
 5042 Timuquana Road  
 Jacksonville, FL 32210  
 904.778.1434, ext. 100  
 stpetersjax@gmail.com