



An Episcopal parish sharing Christ's love since 1702.

The Rev. Dirk C. Reinken, Rector

The Rev. Catherine Esposito, Deacon

Renting St. Peter's Church for your event

St. Peter's Church has some of the best acoustics in Monmouth County and is also home to a Yamaha 7' S6 grand piano. We have an adjoining Parish Hall which can be used for receptions or other gatherings. If you would like to rent the space for your event, please review the terms and complete pages 2 and 3 and return to the church office.

Security Deposit:	\$250
Facility Fee: <i>(for first three hours for every day of an event)</i>	\$200
For each additional hour:	+\$25/hr
Discounted Weekend Rate: <i>(access for Saturday + Sunday)</i>	\$450

Weekend limitations: The church is unavailable for use on:

Saturdays before 10:30 AM and between 4:30 PM - 6:00 PM

Sundays before 1:00 PM.

Basic Rental Policies:

- Cancellations will be honored at no charge if the church is notified within 7 days of the event.
- All rates include a \$50 custodial fee. No food or drink is allowed in the church.
- Keys will be issued upon receipt of the security deposit. The deposit will be refunded upon return of keys. All furniture should be returned to positions and space cleaned as was found or money will be withheld from the deposit. Keys do not grant access to the buildings outside of the agreed upon times specified in the contract.
- All scheduling questions must be confirmed with the church office.
- The piano is tuned at regular intervals throughout the year. If the renting party would like to request an additional tuning, please notify the church office at least two weeks prior to the event. Renter will be billed at cost.

If you are interested in renting St. Peter's Church for your event, please complete pages 2 and 3 of this form and return to the church office via mail or email to office@stpetersfreehold.org

St. Peter's Church Facilities Rental Request Form

Organization requesting rental: _____

Primary Contact person : _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone numbers: _____
(Primary) (Mobile)

Requested Date(s)	Type of activity: (e.g. recital rehearsal)	Access to facility at: (time xx:xx)	Event begins at: (time xx:xx)	Facility cleaned and vacated by: (time xx:xx)	Number of hours of access (min. 3 hrs)
Weekend rate (Y / N)		TOTAL FEE:			

Facilities required: _____ Church, and use of Yamaha S6 Concert Series Grand Piano

_____ Parish Hall and Kitchen (oven use not permitted)

Description of event, and a rough estimate of the number of adult and children attendees::

Will alcohol be served at this event? _____ If yes, initial receipt of alcohol policy: _____

If catering, provide name/address/phone: _____

Set-up contact (if different from above): _____

Set-up Contact - telephone numbers: _____
(Primary) (Mobile)

Clean-up contact (if different from above): _____

Set-up Contact - telephone numbers: _____
(Primary) (Mobile)

St. Peter's Church Facilities Rental Request Form - continued

Additional Rental Terms/Conditions:

- For entities that have their own business insurance, a certificate of insurance confirming liability coverage and naming St. Peter's Church as Additional Insured will be provided prior to the event. This additional insured information should be provided within 7 business days prior to the event.
- Smoking is prohibited in the buildings and on all grounds at St. Peter's Church.
- Requesting/Renting Party will not exceed the maximum headcount allowed for the facility: Church (200), and Parish Hall-Upstairs (120 with no tables - 92 with tables).
- The renting party agrees to comply with all applicable laws and local ordinances.
- The renting party agrees to indemnify and hold St. Peter's harmless against all injuries and damages occurring on St. Peter's property during the event.
- The renting party agrees to leave the premises at the end of the event in the same condition (tidy, clean, and undamaged) as it existed prior to the event. If the premises are left in an unacceptable conditions, St. Peter's may provide the renting party with written notice that the security deposit will be used to remedy the condition.
- St. Peter's will return the security deposit to the applicant within 7 business days following the event.
- Receipt of this Request form by St. Peter's is not agreement to the contract terms. The contract shall become final and enforceable upon the date executed by both parties and the check accepted by St. Peter's.
- No food or drink is allowed in the church at any time. Refreshments are permitted in the Parish Hall if its use is included in this rental agreement. If alcohol is to be served, renter must abide by the church alcohol use policy. It is the responsibility of the renting party to clean up the facility after its use.
- Children cannot be left unattended. We request appropriate supervision by an adult when children are using the instruments in the church.
- Keys to our buildings are for the event use only. Keys may not be duplicated or shared and must be returned promptly. Keys do not grant access to buildings outside of access times indicated.

I understand that I am responsible for facilities while being used by this group and will leave facilities as found. I agree to all terms and conditions of this rental agreement:

Signature of renting group representative

Printed name of renting group representative

Date

Signature of St. Peter's Church representative

Printed name of St. Peter's Church representative

Date