

St. Brendan the Navigator

627 North Deer Isle Road, P.O. Box 305
Deer isle, Maine 04627
207-348-6240

www.stbrendanthenavigator.episcopalmaine.org

St. Brendan's Hall - Rental and Use Application

Organization: _____

Address: _____

Phone: _____ E-mail _____

Contact Person Responsible: _____ Title: _____

Requested Date(s): _____ Start Time: _____ End Time: _____

Type of Event: _____

Number of People Attending: _____

Set-up Required (responsibility of renting party, to be arranged with Church office):

- Table and Chair Seating for ____
- Auditorium Style for ____
- PA/Sound System _____
- Full Use of Kitchen (use of stoves, requires orientation)
- Partial use of Kitchen (catered event, use of coffee pots, microwave only)
- Conference Room
- Other (please specify) _____

- Certificate of Insurance to be provided by _____ (10 days prior to event date)
- A Deposit Fee of \$_____ will be due on approval of this application
- A Cleaning Deposit Fee of \$75 will be due by _____ (10 days prior to event)

The individual signing below acknowledges he/she has read, understands and agrees to the Guidelines for Use and Checklists and Conditions and Fees and certifies that insurance coverage is adequate.

Print Name Signature Date

Mailing Address Town/State/Zip Phone

Please complete, sign and return to:

St. Brendan the Navigator, P.O. Box 305, Deer Isle, ME 04627, ATT: St. Brendan's Hall Rental Request
Questions? Call us: 207-348-6240, or E-mail us at office@stbrendanthenavigator.org

For Office Use: Application Received by: _____ Date _____ / Deposit of \$ _____ Received Check # _____ Date: _____ /
Insurance Form(s) received by: _____ Date: _____
Cleaning Deposit Received: _____ Date: _____ Check #: _____
Cleaning Deposit Refunded: _____ Date _____
If not, reason: _____

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St. Brendan's Hall Rental Conditions

- An application and Insurance Indemnification Form (see attached) must be completed and received by St. Brendan's at least 30 days before the date requested;
- The application will be reviewed and, if approved, will be confirmed by a copy of the Rental Agreement signed by St. Brendan's;
- When an application is approved, a deposit of 50 percent of the rental fee is required on approval, with the balance due 10 days prior to the event;
- A cleaning/damage deposit of \$75 is required 10 days in advance which will be returned within one week following the event if the building is left clean and in good condition;
- Within 10 days of a date-specific event a Certificate of Liability Insurance will be required to indemnify and hold harmless St. Brendan the Navigator Episcopal Church and its Vestry against any and all claims, losses litigation, expenses, counsel fees arising out of or in connection with any allegations brought against the church arising out of the use of the hall, kitchen and premises;
- Maximum/standing room occupancy of the hall is 180.

St. Brendan's Hall Rental Fees

	Hall	Kitchen*
Weddings/ Receptions, Parties, Dinners:		
40 people and fewer:	\$ 150	\$ 50
40 people & Up	250	50
Non-Profit Meetings, Parties, Dinners		
Suggested Donation	75	25
Meetings, presentations:		
1/2 day - 4 hrs:		
Non Profit suggested donation	\$ 75	\$ 25
For Profit	100	25
Recurring classes/meetings:		
1/2 Day- 4 hrs./Weekly:		
Non- Profit	\$ 30	(Partial Kitchen Use included)
For Profit	50	" " "
Use of Kitchen Only:		\$75 for 5 hours / \$120 for 8 Hours

*4 hours use unless specified/arranged for otherwise

Please Note: Priority will be given to community non-profit organizations supported by the church. Requests to waive rental fees for non-profit organizations (in compliance with Section 501 (C) (3) of the Internal Revenue Code) will be reviewed and considered on a case by case basis by St. Brendan's Vestry.

Questions? Call us: 207-348-6240, or E-mail us at office@stbrendanthenavigator.org