

Fellowship Hall Rental Agreement and Reservation Form

Event Date: _____

Event Name: _____

Number of Expected Guests: _____

Arrival/Set-Up Time: _____ am/pm Event Start Time: _____ am/pm Event End Time: _____ am/pm

Contact Person Name: _____ Phone

Number _____

Contact Person Email Address _____

KITCHEN USE

- Coffee Service (Regular/Decaf/Tea)
- Using own dishes/utensils
- Church to provide dishes/utensils
- Oven/Stove
- Alcohol use
- Other _____

Food Request

- Outside Vendor
- Inhouse Vendor (charged to committee)

EQUIPMENT NEEDS

Round Tables

- Sz: 6', seats 8 (____/of 4)
- Sz: 8', seats 9 (____/of 3)

- High top (____/of 2)

Rectangular Tables

- Sz 6', seats 4-6 (____/of 10)
- Sz 8', seats 6-8 (____/of 16)

- Card Tables (____/of 10)

AV USE

- | | | |
|---|---|---|
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Microphone /Microphone Stand | <input type="checkbox"/> Connections (MAC/HDMI) |
| <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> TV | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Podium | <input type="checkbox"/> Stage |

Wifi - Fellowship

Password- PleaseLetMeIn

Comments _____

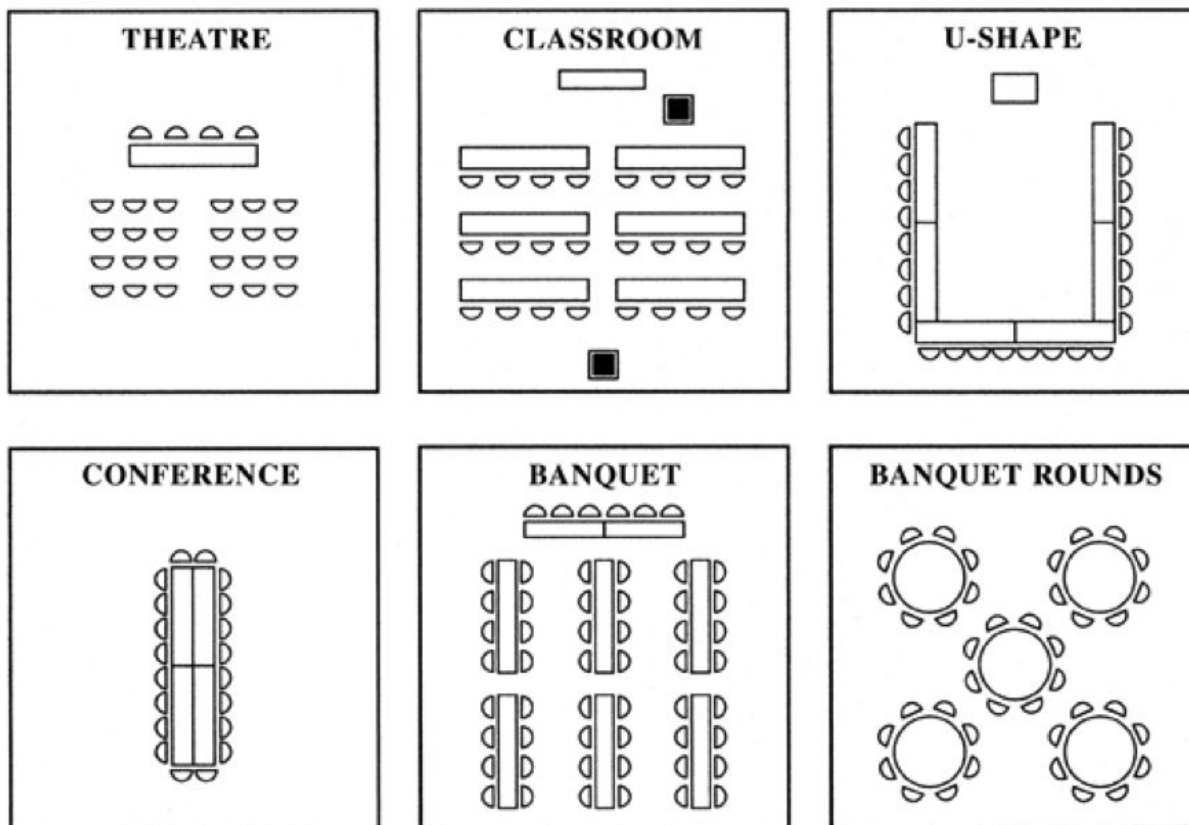
Office Use only

Rental Fee: \$ _____ Deposit Amount \$ _____ Balance: \$ _____ (to be paid 5 days prior to event)

Payment Type: Credit Card Check Cash

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Conference Room Set-up Options



Room Rental Regulations

1. All individuals, groups, and/or business must complete a rental agreement form.
2. A deposit of ½ of the rental fee is required at the time of reservation. The remainder of payment is due 5 days before the day of rental.
3. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to UU staff immediately. Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
4. The renters shall assume all responsibility for all actions of their guests
5. All rentals will end at the time specified on agreement, a 15 minute grace period will be given to wrap up, after which a \$25 late fee will be charged to renter to cover maintenance and security time overage.
6. Cancellation Policy: Events canceled less than 48 hours in advance. Renter forfeits 10% of rental fee
7. It is understood, The Unitarian Universalist Congregation of Cleveland is in no way responsible for any personal injuries, property theft or damages, or other liabilities that may be incurred during use of their

Renter Signature: _____ Date: _____

UU Staff Signature: _____ Date: _____

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facility. Renters agrees to release indemnity and hold the Unitarian Universalist Congregation of Cleveland, its employees, partners, and Board harmless of any such damages.

Renter Signature: _____ Date: _____

UU Staff Signature: _____ Date: _____