

Parish Hall Rental Agreement



The St. Luke's Episcopal Church historic Parish Hall building is available for rented use by organizations and individuals, subject to availability and suitability of the desired event or meeting.

If you have guests that will need wheelchair access or have other accessibility needs, we encourage you to ask about that specifically, to ensure that the space will meet the needs of all of your guests.

Available first floor facilities

The Parish Hall main event room:

- 1562 square foot space, dimensions 45x36 feet, with high ceilings
- Stage area of 201 square feet (no "wing" space) with basic stage lighting
- Accommodates up to 80 guests in lecture/auditorium-style seating
- Accommodates up to 80 guests at 60" round tables for seated meals
- Additional seating available with a combination of round and rectangular tables
- Ceiling mounted Bluetooth speakers

"St. Agnes Room" Parlor and Meeting Space:

- 551 square feet, dimensions 32x17 feet, adjacent to Parish Hall main room, with connecting door
- Accommodates approximately 25 guests

Commercial Kitchen:

- Multi-rack warming oven
- Large freezer and refrigerator
- 6 burner gas stove and 4 burner electric stove and oven
- Keurig and drip coffee makers
- Microwave

Men's and Women's multi-stall restrooms

Available amenities and equipment

- 60" round dining tables (up to 8)
 - White 60" round tablecloths
- 8' rectangular tables (up to 6)
 - Choice of white, navy, gold, or burgundy tablecloths
- Bistro/cocktail tables (4)
 - White stretch tablecloths
- Black, padded event chairs (90)
- 136" projector screen
- Epson 1080p, 3400 lumens projector and AV cart
- Lectern, with microphone
- Handheld or corded microphones and microphone stands
- WiFi
- Baldwin grand piano in well-maintained condition

Rates:

Reservation Fee:	\$ 100.00 non-refundable
Damage Fee	\$ 250.00 refundable

Hourly Fee (Including Setup / Cleanup): \$ 100.00

Non-Profit Rates:

Reservation Fee: \$ 75.00 non-refundable
Refundable Damage Fee \$ 250.00
Hourly Fee (Including Setup / Cleanup): \$ 75.00

Fees for Optional Amenities:

Projector Screen, AV Cart, Projector \$ 50.00 total
Use of Grand Piano (adults only) \$ 50.00
Use of 120" round tablecloths \$ 15.00 ea.
(white)
Use of rectangular banquet tablecloths \$15.00 ea.
(choice of white, navy, gold, burgundy)
Additional Setup/ Cleanup assistance \$ 30.00 per hour
(pending staff availability)

Depending on the type of event, active members of St. Luke's may be provided special accommodations. Please contact the office at 704-633-3221 or cstephenson@SLS.church for details.

Rental Includes:

- Use of Parish Hall, St. Agnes Room, kitchen, men's/women's multi-stall restrooms, and Wi-Fi.
- Pre-arrival setup and takedown of tables, padded event chairs, lectern with microphone, optional tablecloths, and optional Audio/Video equipment per Renter's specifications.
- Use of multi-rack warming oven, large freezer and refrigerator, prep space, six burner gas range and four burner electric range/oven.

Event Date ____/____/____

Renter Name: _____

Setup Time: _____

Guest Arrival Time: _____

Guest Departure Time: _____

Cleaning / Removal Time: _____

Total Hours: _____

General Rates:

Selection

Reservation Fee*:	\$ 100.00	non-refundable	\$
Damage Fee	\$ 250.00	refundable	\$
Hourly Fee (Including Setup / Cleanup):	\$ 100.00		\$

Non-Profit Rates:

Reservation Fee:	\$ 75.00	non-refundable	\$
Refundable Damage Fee	\$ 250.00	refundable	\$
Hourly Fee (Including Setup / Cleanup):	\$ 75.00		\$

Optional Amenity Fees:

Projector Screen, AV Cart, Projector	\$ 50.00		\$
Use of Grand Piano (adults only)	\$ 50.00		\$
Use of tablecloths	\$ 15.00	each	\$
Setup/Cleanup assistance, if available	\$ 30.00	per hour	\$

Total Charge

I hereby agree that I have read the General Regulations and agree to be bound by the terms contained within.

Renter Signature

Date: ____/____/____

Lessor Representative Signature

Date: ____/____/____

SUBMIT TO cstephenson@SLS.church, or mail/deliver to 131 W. Council St. Salisbury, NC 28144. Upon confirmation of rental availability, payment may be made to the address above or at www.SLS.church/give (choose "rental payment" from the drop-down menu)

*Reservation fee must be received to secure the date.

GENERAL REGULATIONS

All reservations require approval from St. Luke's Episcopal Church (Lessor) staff, including plans for setup, use, and cleaning.

The non-refundable reservation fee must be paid to secure the date. The fee will be applied toward the total cost of rental. In the event of cancellation, the fee will not be refunded.

All fees must be received a minimum of one week prior to the event. Payment may be mailed/delivered to the church office, 131 W. Council St. or at www.SLS.church/give (choose "rental payment" from the drop-down menu).

Ours is a self-hosting venue. Planning and coordinating the event with outside vendors is the responsibility of the Renter.

Two security officers are required for all events where beer/wine/liquor will be served or available, with arrangements made in advance by the Renter, at the Renter's expense. The officers must arrive prior to the guests and remain until the last guests have departed. The Lessor reserves the right to require the Renter to hire security for *any* events, at the discretion of the church staff and Vestry. City of Salisbury off-duty police officers can be hired at the following link: <https://salisburync.gov/Government/Police/Hire-Off-Duty-Officers> or by emailing john.sifford@rowancounty.gov

Malt beverages (including beer) and non-fortified wine may be served without a state permit. If fortified wine and/or spiritous liquors are to be served or sold, or beer and wine are being sold, a Special One-Time Permit MUST be obtained by the Renter from the Alcoholic Beverage Commission (ABC) prior to the event. Information regarding Special One-Time Permits may be found by calling (919) 779-0700 or online at abc.nc.gov/Permit/Special Permits. The permit must be on the premises during the event.

The Renter agrees to acquire liability insurance for the event, with St. Luke's Episcopal Church listed as additional insured, and to provide a certificate of insurance as evidence. It is recommended that the Renter contact their personal or homeowner's insurance provider to obtain this one-time coverage. Renter agrees to hold harmless St. Luke's Episcopal Church, and any of its members and staff, from any injury or damages caused as a result of the Renter's event. The Renter is responsible for any and all damages that are caused during the rental period.

A setup diagram showing the desired location of tables and chairs is due a minimum of one week prior to the event to cstephenson@SLS.church.

Decoration restrictions are as follows:

- The grand piano must remain in the Parish Hall. If not rented, it should remain covered. If rented, use is limited to adults and children supervised by an adult. Any decorations to be placed on the piano must be approved in advance.
- All decorations and items used for the event must be removed from the premises immediately after the event unless other arrangements have been approved in advance by the lessor.
- This is an historic structure. ***No items or decorations may be fastened to the walls or woodwork with tape, tacks, push pins, nails, etc.***
- No open flames are allowed, but non-flammable LED lights may be used.
- The Lessor is not responsible for any personal property brought into the facility.

Reusable kitchen supplies such as cookware, trays, serving pieces, dishes and glasses may be used by Renter. All items used must be cleaned and sanitized by the Renter immediately following the event. Disposable items (napkins, paper plates, etc.) must be provided by the Renter.

All children must be supervised by an adult while on the premises.

The Renter agrees to abide by all pertinent local, state, and federal laws and ordinances.

A representative of St. Luke's will arrive one hour before the guest arrival time. The representative will oversee the event and supervise Renter's cleaning and removal of items and refuse. The representative will be present to answer questions and ensure the Renter's responsibilities in this contract are met. The representative will not be present as labor for the event.

The Damage Fee will be refunded if the premises are left in the same condition as prior to the event. Any damage incurred, including additional cleaning, will be deducted from the fee and any balance will be refunded within 30 days.

Event Cancellation

Event cancellation by the Renter must be in writing by letter or email. The reservation fee is non-refundable. Other amounts received will be refunded within 30 days of cancellation.

In the event that the space is made unsuitable for use due to an Act of God or another reason that is outside of the Lessor's control, the Lessor may terminate the agreement and the Renter will receive a full refund.

This contract may also be cancelled if the Renter has not met one or more of the obligations of this agreement.

Come and See
the *difference* Christ makes



St. Luke's Episcopal Church

131 W. Council St. Salisbury, NC 28144

www.SLS.church

@stlukessalisbury

704-633-3221

Office hours: Monday-Thursday, 9am-1pm or by appointment

Staff contact for events:

Caroline Stephenson, Director of Communications and Engagement

cstephenson@SLS.church