

Saint Katherine Greek Orthodox Church

3149 Glen Carlyn Road Falls Church, VA 22041

703-671-1515



Facility Rental Application & Contract



Event Date: _____

Today's Date: _____

This constitutes your Application and Contractual Agreement with St. Katherine Greek Orthodox Church. The terms of the St. Katherine Greek Orthodox Church Policies and Procedure for Usage of Facilities ("Policies and Procedures") are incorporated herein by reference. If you have not been given a copy of the Policies and Procedures, please request and read a copy prior to executing this agreement.

(Acknowledge Receipt with Initials:) _____

(I) (We) _____ the undersigned, (herein "Lessee(s)") agree to lease the following facility of St. Katherine Greek Orthodox Church (herein "St. Katherine"), 3149 Glen Carlyn Road, Falls Church, Virginia, 22041.

Name of Responsible Party: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Fax: _____

Name of Responsible Party: _____ Cell: _____

Event Type: _____

LARGE HALL: Hall: Stage: Kitchen:

SET UP TIME: _____

SMALL HALL: Hall: Stage: Kitchen:

Number of Guests: _____ (all guests count - including hosts)

All Rentals End at: **1 am** **CLEAN UP: 1 am - 2am** (Initials:) _____

Room must be completely vacated - nothing left overnight

St. Katherine reserves the right to limit the amount of alcoholic beverages provided at functions held within St. Katherine facilities. (Acknowledge Acceptance with Initials) _____

Additional Comments/Special Instructions:

1. Alcoholic beverages must stop at 12:30am.

2. _____

3. _____

4. _____

Rental Fees*

<u>Facility:</u>	<u>Rates:</u>	<u>Fee Amount:</u>
SMALL Hall:	\$2,700 (up to 160 guests)	\$ _____
LARGE Hall:	\$3,700 (up to 200 guests)	\$ _____
LARGE Hall:	\$4,800 (up to 300 guests)	\$ _____
LARGE Hall:	\$5,500 (up to 400 guests)	\$ _____
LARGE Hall:	\$5,800 (up to 450 guests)	\$ _____
Additional Day for Set Up/Rehearsal: (Friday 12pm-6pm - <i>if available</i>)	\$500	\$ _____

Bad checks will result in a \$50 fee deducted from security deposit. (Initials:) _____

Police Detail ** \$500 \$ _____

Security Deposit - (returned within 10 days after event):
 Large or Small Hall: \$1,000 \$ _____

Additional Fees:

Basket Covers/Column Accent Lights:	\$300	\$ _____
Staging:	\$300	\$ _____
Steps:	\$150	\$ _____
Red Carpet:	\$150	\$ _____
Coolers (each):	\$30	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

(Acknowledge Acceptance of Rates and Charges with Initials:) _____ **TOTAL:** \$ _____

BALANCE DUE ON: _____

*RENTAL OF HALL INCLUDES USE OF THE FOLLOWING:

- tables and chairs
- kitchen: use of ovens for warming/heating, ice maker & refrigerators **ONLY**
- utilities
- parking

** St. Katherine unilaterally reserves the right to assess a Security fee to defray expenses incurred for retaining professional security services deemed necessary to ensure against the risk of harm to invitees, guests, St. Katherine employees/staff and property.

(I) (We) further agree to the following conditions as part of the consideration for the leasing of said facility:

1. Lessee shall be responsible for adherence to the Policies and Procedures governing the use of St. Katherine facilities, which are incorporated herein by reference.
2. The Lessee shall not enter, occupy or use the facility until the time(s) and date(s) specified above. Leased facility shall be left in the same condition as when rented. St. Katherine reserves the right to assess custodial, repair, maintenance or other expenses against Security Deposit that St. Katherine in its discretion deems necessary.
3. The Lessee is responsible for ensuring music is stopped and alcohol is no longer served at the prescribed hour. ***Failure to do so will result in penalty fees outlined in paragraph 4 below.***
4. The Lessee shall vacate the facility/property at the time(s) and date(s) indicated on page one. Lessee agrees to pay an **additional** rental fee of **\$1,000 for facility use after the agreed upon time (as per page one)** and further agrees that St. Katherine reserves the right to fully offset such additional rent against Security Deposit.

_____ (Acknowledge Acceptance with Initials)

5. The Lessee shall remit the full balance due for the rental of said facility within 10 days of the Agreement. St. Katherine reserves the right to terminate the Agreement in the event full balance has not been paid within 10 days.
6. (I) (We) shall be financially responsible for and shall pay for all property or personal damage or loss to St. Katherine and for any personal injury and/or death, which arises out of or in connection with the use of the said facility.
7. St. Katherine does not assume any liability for property loss, damage, theft, or for personal injuries and/or death sustained on the premises during Lessee(s) use of the premises.
8. (I) (We) agree to indemnify and hold harmless St. Katherine Greek Orthodox Church, the Greek Orthodox Archdiocese of America, its officers, employees, volunteers and agents from and against injury to persons or property occurring in or about the facilities from any cause whatsoever. (I) (We) will indemnify and defend St. Katherine Greek Orthodox Church and hold the Church, its officers, employees, volunteers and agents harmless from and against any and all liability, claims, demands, actions, suits, judgments, decrees, damages, and expenses, including attorney fees, and litigation costs arising out of the operation of this Agreement. (I) (We) acknowledge examining these conditions regarding the rental use of St. Katherine and agree to them.
9. Either party hereto may cancel this contract by delivery of written notice to the other party for a period of one (1) month following execution of this Contract. Lessee is entitled to a full refund of the Security Deposit Fee for cancellations up to one (1) month following execution of this contract; 50% for cancellations up to (2) months; and, shall forfeit and waive all rights to Security Deposit Fee for cancellations thereafter. **Lessee agrees to forfeit and waive all rights to Security Deposit Fee for cancellations for events booked less than sixty (60) days.**

_____ (Acknowledge Acceptance with Initials)

10. St. Katherine reserves the right to prohibit activities/functions that in St. Katherine's sole opinion are deemed inappropriate or not in the best interest of St. Katherine.

11. **All activities MUST cease at 1:00AM...absolutely NO activities are permitted indoors or outdoors after 1:00 AM. Violations will result in loss of security deposit.**

█ (Acknowledge Acceptance with Initials)

12. **(I) (We) agree to assume full financial responsibility for any unnecessary activation of fire alarms** in the St. Katherine facility being provided to us. The responding Fire Department will determine the amount of damages/penalties to be assessed and the amount will be automatically deducted from the Security Deposit.

█ (Acknowledge Acceptance with Initials)

13. (I) (We) agree that of St. Katherine's maximum liability under this contract shall be the return of the sums (I) (we) paid to St. Katherine.

14. (I) (We) ensure that a responsible person shall be present to ensure guest safety and that guests do not damage the property of St. Katherine.

15. The parties shall interpret and enforce this Contract in accordance with the law of the Commonwealth of Virginia. Any claim or cause of action arising out of or connected with the Contract shall be adjudicated in the Circuit Court of Fairfax County, Virginia. The parties hereto waive all defenses or objections to the jurisdiction of said court or to such venue.

16. The terms specified in the Policies and Procedures are incorporated herein by reference, which together with this Contract constitutes the entire agreement between the parties. St. Katherine shall not be bound by any alleged promises, representations or agreements except as herein expressly set forth. St. Katherine shall not have any authority to amend this Contract, except in writing.

17. St. Katherine does not warrant that its facilities are suitable for any particular purpose, nor does St. Katherine warrant any condition on the premises. (I) (We) have had an opportunity to examine the premises; St. Katherine is not responsible for any notification of any defects within the premises, and (I) (we) shall accept the premises in an "as is" condition.

18. All remedies for enforcement of the Policies and Procedures are hereby incorporated by reference. (I) (We) shall bear full responsibility of all attorney's fees and costs incurred by St. Katherine to enforce this Agreement. If St. Katherine seeks legal action to recover damages in excess of the Security Deposit Fee, all sums due shall bear interest at the rate of 18% annum.

St. Katherine Greek Orthodox Church: Lessee:

BY: _____

SIGNATURE: _____



**Saint Katherine Rental Facility
Large Hall Check In/Out**

Name of Responsible Party: _____ Date of Event: _____

Facility Manager: _____

Check In: _____ Check Out: _____

<u>Area or Item</u>	<u>Condition at Check In:</u>	<u>Condition at Check Out:</u>
Elevator	_____	_____
Refrigerator	_____	_____
Ovens	_____	_____
Ice Maker	_____	_____
Bathrooms	_____	_____
Floors Kitchen	_____	_____
Sinks & Counters	_____	_____
Trash Cans (4) w/wheels	_____	_____
Tilt Truck	_____	_____
Table & Chairs	_____	_____
Stage	_____	_____
Curtains	_____	_____
Lights	_____	_____
Floor Hall	_____	_____
Walls, Windows & Doors	_____	_____
Bar	_____	_____
Grounds (outside)	_____	_____
Lobby Carpet	_____	_____
Lobby Walls	_____	_____
Lobby Windows	_____	_____
Fire Extinguishers (3)	_____	_____
Flat Utility Dolly	_____	_____

FIREWORKS, CONFETTI, SAND, RICE (or other hard to clean materials) are ***NOT ALLOWED*** in the hall or anywhere on our property. Please do not use **TAPE, GLUE, SCREWS**, or any material on our walls, columns or windows without approval. All **TRASH** must be placed in the enclosed dumpster in the real parking lot. Renters are responsible for removal of all food and drink, decorations, and trash. Tables and chairs should be left in place.

**** THE RENTER IS RESPONSIBLE TO STOP THE MUSIC AND ALCOHOLIC BEVERAGES ON TIME (AS PER PAGE 1) OR LATE FEE WILL BE CHARGED ****

I hereby acknowledge the condition of facilities is as indicated above.

Check In: _____
(Lessee) (Manager)

Check Out: _____
(Lessee) (Manager)