

AGREEMENT FOR USE OF FELLOWSHIP HALL

The FIRST CONGREGATIONAL CHURCH OF WAREHAM with an address of 11 Gibbs Ave. Wareham, Massachusetts, 02571 telephone number 508-295-1630 (hereafter referred to as the Owner) and _____ with an address of _____ and a telephone number _____ (hereafter referred to as the User) in consideration of the mutual covenants contained in this Agreement, agree as follows:

1. User shall pay Owner a deposit of ½ the total rental fee at the time the reservation is made to hold the date. This fee may be refunded for cancellation made more than two weeks before the scheduled event. The User shall pay the owner the balance of all usage fees* at least two weeks before the event.
*See Fee Schedule for use of Church Facilities.
2. Owner shall permit user to have exclusive use of Fellowship Hall - upper floor -located at 11 Gibbs Ave. on (date) _____ beginning at (time) _____ and ending at (time) _____.
A church representative with a key will meet the User at the hall at the beginning and ending times.
3. User, at their sole cost and expense, shall indemnify Owner against and save Owner harmless from and against, any and all damages, costs and expenses of any kind and of any nature whatsoever and which may be incurred or suffered at any time or times arising from the negligence of User.
4. User shall leave Fellowship Hall in the same condition that existed at the start of the use period. Any cleaning or repair costs beyond normal usage to restore the Hall to its initial state will be billed to the User.
5. Heating and air conditioning are available for the event.
6. User agrees that parking is available for 55 cars, including 2 handicap spaces. Additional parking is available on the street and across the square at community TV. Parking is allowed only in spaces designated by lines and not on the grass. Access must be maintained for emergency vehicles entering between the church and hall, behind the hall in front of the main entrance, and the driveway exiting between the hall and Everett School. User is responsible for insuring that the parking regulations are upheld.
7. Occupancy of the Hall is limited to 200 persons.
8. Alcoholic beverages are not permitted on the premises unless a licensed bartender has been approved through the church. Bartending arrangements and all applicable fees are the responsibility of the User.
9. Catering for events shall use church approved caterers only. Catering arrangements and all applicable fees are the responsibility of the User.
10. Smoking is prohibited anywhere inside Fellowship Hall. Smoking is permitted outside the hall, at the corners of the building on either side of the main entrance. No smoking on the doorstep. All smoking materials are to be disposed of in the two ashtrays provided in the smoking area.
11. Helium balloons are not allowed anywhere in the hall at any time.
12. User shall not engage in illegal activities.
13. For events that include underage participants, it is the responsibility of the User to provide the appropriate number of chaperones.

Signatures:

For User

Date

Hall Manager (for Owner)

Date

Office Use: Date: _____ Amount: _____ Check #: _____ Cash: _____

*Current State and Federal Covid Protocols on the date of event must be followed by all renters and their guests.

Revised 6/7/22

FEE SCHEDULE FOR USE OF CHURCH FACILITIES

Fellowship Hall

- Hall and Kitchen usage (excluding appliances) - 5 hours \$300 (Saturday)
- Hall and Kitchen usage (excluding appliances) - 5 hours \$200 (Sun-Fri)
- Additional Hours \$25 per hour

Optional Services

- Set-up and take-down of tables and chairs \$25 per hour
- Use of kitchen appliances (oven, stoves) \$50
- Bar service (Church Approved) SPECIAL ARRANGEMENT
- Catering (Church Approved) SPECIAL ARRANGEMENT
- Parking attendant \$25 per hour

Event: _____

Expected attendance: _____

Responsible individual: _____

Email address: _____

Phone: _____

Date(s) requested: _____

Start time*: _____ End time*: _____

**time to set-up/decorate and break-down is included in the 5 hour rental period*

A deposit of 1/2 the total rental fee is due at the time of this application to hold the date.
All usage fees as stated above are due at least two weeks before the event.

*Checks or money orders are accepted, payable to FCC Wareham
Deliver to the church office, 11 Gibbs Ave., Wareham, MA 02571*