

Agreement for Facility Use The Eliot Church of South Natick

1. **Availability:** The Eliot Church of South Natick, Inc. (the “Church”) agrees to rent 45 Eliot St. South Natick, Massachusetts, including the sanctuary, parlor, restrooms and dressing room and excluding Church offices and education space, (collectively, the “Sanctuary”), and/or the John Eliot Memorial Hall (as indicated below) to (the “Renter”) according to the terms and conditions herein. The Renter must schedule her/his facility use with a representative of the Church (the “Scheduler”) who is available by calling the Church’s main telephone number or by email.

2. **Rates:** The Sanctuary is available for religious ceremonies (weddings, etc.) at the following rates. Please note there is no member charge for sanctuary use or Minister’s services for memorial services. The Scheduler shall determine which rate applies to the Renter.

	EVENT	NOTE	MEMBER RATE	NON-MEMBER RATE
<input type="checkbox"/>	Religious Ceremony	Church Sanctuary	\$300	\$600
<input type="checkbox"/>	Religious Ceremony	Minister’s Services	N/A	\$450
<input type="checkbox"/>	Religious Ceremony	Alternate Minister payment	N/A	\$65
<input type="checkbox"/>	Religious Ceremony	Organist for Wedding Rehearsal	\$100	\$100
<input type="checkbox"/>	Religious Ceremony	Organist for Wedding Ceremony	\$250	\$250
<input type="checkbox"/>	Religious Ceremony	Organist for Memorial Service	\$225	\$225
<input type="checkbox"/>	Religious Ceremony	Alternate Organist payment to Stephen James	\$100	\$100
<input type="checkbox"/>	Religious Ceremony	Alternate organist Equipment usage	\$100	\$100
<input type="checkbox"/>	Religious Ceremony	Sexton (cleaning)	\$100	\$100

In addition to Church Sanctuary rental, John Eliot Memorial Hall, if available, may be rented at a discounted rate determined by the Scheduler. The terms and conditions of the *Agreement for Use of John Eliot Memorial Hall* will apply.

3. **Payment:** Upon reserving the facility(ies), the Renter shall pay a deposit (the “Deposit”) of 50% total amount owed. The Deposit will also be used as security against damages. The Deposit shall be in the form of a check made out to “The Eliot Church” and delivered or mailed along with this signed Agreement to the Scheduler.

The balance of payment (50%) is due 24 hours before the date of use. The balance of payment in the form of check made out to “The Eliot Church” shall be mailed or delivered to the Scheduler.

If the Renter chooses to use an Organist other than the one affiliated with The Eliot Church, payment noted above should be made directly to Stephen James. If the Renter chooses to use an Officiant other than those affiliated with The Eliot Church, payment noted above should be made directly to The Eliot Church.

4. **Cancellation:** The Renter may cancel the reservation up to 72 hours prior to the event by notifying the Scheduler in writing. Upon receiving such notice, the Scheduler shall return the Deposit to the Renter.

5. **Renter's Duties:** The Renter agrees to the following:

- (a) Renter shall not attach items (including decorations) to any walls with adhesives or by other means.
- (b) Renter shall not allow more than 200 persons in the Sanctuary at one time.
- (c) Renter may serve wine but no other forms of alcoholic beverages.
- (d) Renter is prohibited from using or passing through the Church office.
- (e) Renter is prohibited from posting signs, decorating, or otherwise using the church grounds or the outside of the church building without advance permission.
- (f) Renter shall remove all trash and decorations and leave the facility(ies), both inside and outside, in the same condition in which they were originally found. If the Sanctuary is decorated, the Renter shall be notified upon rental whether these decorations must remain in place.
- (g) Renter shall not use Church supplies without permission.
- (h) If flowers are to be delivered to the Sanctuary, Renter shall notify Scheduler.

6. **Damages:** The Renter shall be liable for any damage it causes to the Sanctuary or other Church property through its misuse or negligence.

7. **Church's Duties:** The Church shall insure that the facility(ies) is in clean condition.

CONTACT INFORMATION

Renter's Name:	
Renter's Responsible Party Name:	
Renter's Address:	
Renter's Telephone Number:	
Renter's Email Address:	
Musicians' Name(s): (If Renter is not using Church Organist)	
Minister's Name & Contact Number: (If Renter is not using Church Minister)	
Date of Religious Ceremony:	From: To:
Date of Religious Ceremony:	From: To:

Understood and agreed to this _____ day of _____ by:

Renter or Responsible party for the Renter

Scheduler, Eliot Church of South Natick, Inc.

Contract as of 4/1/2008