

## Agreement for Use John Eliot Memorial Hall

1. Availability. The Eliot Church of South Natick, Inc. (the "Church") agrees to rent the John Eliot Memorial Hall ("the Hall") to \_\_\_\_\_ (the "Renter") according to the terms and conditions herein. The Renter must schedule its use of the Hall with a representative of the Church (the "Scheduler") who is available by calling the Church's main telephone number.

2. Rates: The Hall is available at the following rates. The Scheduler shall determine which rate applies to the Renter.

**Major Functions** (functions that are over two hours long, require set up and break down of chairs and/or tables, and require significant cleaning): \$175.

**Limited Functions** (functions requiring limited set up and break down of chairs and/or tables, and require limited cleaning): \$95.

**Special Use** (functions held by church members and community groups): the rates shall be negotiable.

3. Deposit: Major and Limited Functions Renters shall pay a deposit of \$50 (the "Deposit") to reserve the Hall and 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 Scheduler shall return the Deposit to the Renter following a satisfactory inspection of the Hall after the event.

4. Cancellation: The Renter may cancel its reservation up to seventy-two hours prior to the event by contacting the Scheduler. Upon receiving timely notice of the cancellation, the Scheduler shall return the Deposit to the Renter.

5. Payment: Renter shall pay all amounts due on or before the day of use. Payment is made by check made out to "The Eliot Church" and mailed or delivered to the Treasurer, Eliot Church, 45 Eliot Street, South Natick, Massachusetts 01760.

6. Renter's Duties: The Renter agrees to the following:

(a) Renter shall not attach items (including decorations) to the walls of the Hall with adhesives or by other means.

(b) Renter shall not allow more than ninety persons in the Hall at one time.

(c) Renter may serve beer and wine but no other forms of alcoholic beverages.

(d) Renter is prohibited from using the Eliot Montessori School circular driveway and rear parking lot when school is in session.

(e) Renter shall remove its trash, clean and return all dishes to the cabinets, clean countertops and other surfaces, remove all food and drink (leaving nothing in the refrigerator) and otherwise leave the Hall in the condition in which it found it.

(f) Renter shall not use Church supplies (except for kitchen and cleaning supplies) without permission.

7. Damages: The Renter shall be liable for any damage it causes to the Hall through its misuse or negligence.

8. Church's Duties: The Church shall set up tables and/or chairs as needed and shall insure that the Hall is in clean condition. The Church shall also break down the chairs and tables following the event.

9. Renter's Contact Information:

Renter's Name:

Renter's Responsible Party's Name:

Renter's Address:

Renter's Phone Number:

Renter's email:

Understood and agreed to this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ by:

\_\_\_\_\_  
Responsible party for the Renter

\_\_\_\_\_  
Scheduler, Eliot Church of South Natick, Inc.