

# Rules for Use of the Parish House

These Rules are a part of the agreement to rent the Parish House. Failure to abide by these rules could result in cancellation of your event or additional charges being levied.

1. Renters have use of the kitchen for meal preparation.
2. Renters may bring in their own DJ and/or caterer.
3. There will be no smoking in the Parish House or any other building.
4. The use of recreational drugs of any kind in the Parish House, any other buildings, or anywhere on the grounds is strictly forbidden. Failure to abide by this rule will cause immediate cancellation of renter's event.
5. Beer and wine may be served by the renter. Absolutely no hard liquor and/or cash bar are allowed. **IF HARD LIQUOR IS BROUGHT ON TO THE PREMISES, IT WILL RESULT IN THE FORFEITURE OF YOUR SECURITY DEPOSIT.**
6. It is the renter's responsibility to assure that their guests do not become intoxicated. If a guest is intoxicated, it is the renter's responsibility to ask that guest to leave the premises. Failure to abide by this rule will cause immediate cancellation of renter's event.
7. Use of confetti or smoke machines is not allowed. Failure to abide by this rule will result in the forfeiture of your security deposit.
8. All set-up and clean-up fees are included in the rental fee. However, renters are asked to put garbage in bags we provide and observe recycling rules. Bins are provided for that purpose.
9. The rental floor is handicap accessible via a chair lift. The chair lift is not to be used to bring in party supplies.
10. The renter may decorate the hall. However, no thumbtacks, staples, or scotch tape may be used on walls or wainscoting panels.
11. Renters are responsible for any damage or breakage to the facility or equipment, and will be charged for replacement or repair costs.
12. All events will end no later than 10:30 PM. All guests must vacate the grounds no later than 11:00 PM.
13. A member of our Church will be present on premises during the renter's event. We request that, for the safety of your guests, you follow any instructions given by this Church member. The Church member is also there to answer any questions you may have.
14. Parties must be paid in full no later than two weeks before an event/party.
15. **PLEASE NOTE: THE PARISH HOUSE HALL IS NOT AIR CONDITIONED!**
16. **NO MORE THAN 125 GUESTS WILL BE ALLOWED.**

## PARISH HOUSE RENTAL FEES

. **\$600.00 for 4 hours** use, plus **\$200.00** security deposit by check

- . **\$75.00** for each additional hour or part thereof after 4 hours
- . Not for Profit Organization for regular weekly/monthly meetings = **\$75.00 each session**
- . Special meetings for one time use of no more than 2 hour = **\$150.00 for 3 hours**
- . For additional time for special meetings over 2 hours = **\$75.00**
- . After funeral gatherings where food is served for 2 hours = **\$300.00**

### POLICY REGARDING REFUNDS OF DEPOSIT ON HALL RENTALS

1. It is the Policy of New Dorp Moravian Church to require a deposit of **\$250.00** at the time of the signing of the hall rental agreement.
2. The deposit will be returned should a renter cancel an event according to the following schedule:
  - a. Cancellation eight weeks or more prior to the date of event: **100% refund**
  - b. Cancellation four weeks prior to date of event: **50% refund**
  - c. Cancellation less than four weeks prior to date of event: **NO REFUND**

### POLICY REGARDING SECURITY DEPOSIT

1. The New Dorp Moravian Church will require a **\$200.00** security deposit at the time of the signing of the hall rental agreement.
2. The security deposit will not be returned if:
  - a. There is damage to equipment, furnishings, walls or floors in any part of the hall.
  - b. There is excessive cleaning required due to renters negligence such as balloons on the ceiling, use of confetti, or failure to follow instructions on bathroom use which causes toilets to overflow.
  - c. Bringing hard liquor onto the premises.

**I have read and agree to these policies:**

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**RENTER'S SIGNATURE**

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**DATE**