



Holy Cross Greek Orthodox Church
25225 Middlebelt Rd
Farmington Hills, MI 48336
248-477-1677
<https://www.holycrossgo.org/>
Effective 5/1/24

RENTAL AGREEMENT FOR FELLOWSHIP HALL

Date of Application: _____ Contact person: _____

Contact Phone #: _____ Organization: _____

Address: _____ Email: _____

Please indicate the details of your event below:

Date _____

Setup Time _____

Event Start Time _____

Event End Time (4-hour maximum rental. All events must end by 11 p.m.) _____

Approximate # of people attending your event (120 is the maximum # of people allowed) _____

Will admission be charged? ___ No ___ Yes

Will food be served? ___ No ___ Yes If yes, please answer the following 2 questions.

_____ Name and contact information for the caterer:

_____ Food will be prepared by attendees.

Will alcohol be served? ___ Yes ___ No

If yes, will it be sold? ___ Yes ___ No

(A temporary liquor license is required if alcohol is sold at the event or if there is an admission fee or money received for an alcoholic drink). You must submit the liquor permit to the church office prior to the event. If insurance is required, you must submit the certificate prior to the event.

Rental Fee:

____ Free for members in good standing at Holy Cross

____ \$250 for non-members

____ \$150 additional cleaning fee if food is served or crafts are done.

Date Received: _____ Check No. _____ Credit card _____

(Payable to Holy Cross Greek Orthodox Church. Must be received within 10 days of approval).

Cleaning/Security Deposit: \$500

Date Received: _____ Check No. _____

Cleaning/Security deposit must be made with a check at the time the rental fee is submitted. Your cleaning/security deposit will be returned, less any accrued damages/fees within 14 business days of your event. On behalf of my group/event, I have read the separate "Kitchen/Social Hall Use Guidelines" on the reverse side, and I agree to follow them. I also agree to be the person responsible for the payment of all deposits and fees and to pay them in full prior to the event. I also agree on behalf of my group, to indemnify and hold harmless the Holy Cross Greek Orthodox Church, and each of its employees, representatives, and agents, from any liability for damages to any person or property in, on, or about the leased premises from any cause whatsoever.

Signature of Contact Person

Approved: Holy Cross designee

Date Approved

Special request

Please indicate any special request you may have for review by the Parish Council

Kitchen/Social Hall Use Guidelines

- 1) All access to the hall, prior to the day of the event, is limited between the hours of 9 a.m. – 3 p.m., if there are no other events that day, and should be coordinated by contacting the church office.
- 2) All activities must be contained within the social hall & kitchen. No use of classrooms, hallways, or outside grounds is permitted.
- 3) It is the renter's responsibility to set up and take down any tables/chairs used during the event.
- 4) All décor shall be removed after the event. Decorations cannot be stapled, taped, tacked, or affixed to walls in any fashion. Tealight candles may be used but must be placed in votives. No open flames are allowed.
- 5) All surfaces, the oven, stove burners, and microwave shall be cleaned and restored to the condition they were in before use. All dishes, pots, pans, mixers, and other utensils used shall be cleaned. All rented/outside china, silverware, and glassware may be rinsed but should be returned to their racks to be cleaned off-site. Please note: The kitchen sinks do not have a garbage disposal. All dishes should be scraped into the trash can as much as possible before rinsing. Please rinse dishes in the sink with the removable strainer. Empty the strainer into the trash when you are finished washing dishes. No grease can be dumped into the sinks. The kitchen floors shall be swept and mopped. Church cleaning materials may be used for these purposes.
- 6) All unused food must be removed from church facilities after the event.
- 7) All garbage and waste shall be bagged and placed in the dumpster located on the south side of the parking lot
- 8) The chairs and tables are to be replaced as they were found prior to the event.
- 9) The group shall also inspect outdoors to ensure that there is no litter from food, cups or plates, cigarette butts from unauthorized smoking, etc.
- 10) The group must ensure that lights are off and doors are locked upon leaving.
- 11) The person responsible for the rental shall check, prior to leaving, to ensure that all regulations and guidelines have been followed and that the facilities are restored in accordance with these guidelines.
- 12) No pets or animals are allowed on the premises except for certified service animals.
- 13) The group acknowledges that there will be charges for cleaning/custodial services and/or for damages if all regulations and guidelines have not been followed.
- 14) Your event shall not exceed 120 people per fire code specifications. In the event there are more people than our limit allows, your event will be shut down immediately, and your party will be

asked to vacate the premises. You will be given the opportunity to clean up your event per the terms of the contract. In the event your event is terminated, you are still responsible for all of the terms of this contract. You will be responsible for any fines accrued if the police or Fire Marshall are called to maintain order. _____initial

15) If your event exceeds the cleanup time by more than 1 hour after your event end time, if there are any damages or any other expenses our facility accrues to return the facility to its original state prior to your event, these expenses will be deducted from your security deposit. If this amount exceeds the security deposit, our facility will submit an invoice for the remaining amount, which will be due within 30 days of receipt. _____initial

Acknowledgment of receipt.

Contact person

Date

For office use

Has the current year membership been verified? Yes No

If needed, is a liquor license attached to this agreement? Yes No

If needed, is an insurance certificate attached to this agreement? Yes No

Credit Card # _____ Exp date: _____

Name on card: _____

Is the security deposit attached? Yes No

Was the security deposit returned? Yes No Date returned _____.

Attach proof of any amount taken from security deposit.