



Banquet Room Rental Contract

Name: _____

Address: _____

Phone#: _____ Email: _____

Date of Event: _____ Time: (From) _____ (To) _____

Type of Event: _____ Number Attending: _____

Rental Charges:	Banquet Room.....	\$ _____
	Kitchen facilities.....	<u>NC</u>
	Additional Foyer Space.....\$75.00.....	\$ _____
	Fireplace.....\$25.00.....	\$ _____
	Other/Misc... (See page 2 of this form).....	\$ _____
	Refundable Security Deposit.....	<u>\$100.00</u>
	Total Rental Charge (Banquet Room + Other/Misc)....	\$ _____

Rental Deposit due on signing (1/2 Total Rent + Security Deposit)..... \$ _____

Balance due 14 days prior to event..... \$ _____

Refundable security deposit..... (Refunded within seven business days after event)

Cancellation Policy:

If you cancel 60 days prior to event we will refund the deposit less a \$100 cancellation fee.

Circle type of payment: Cash Check Money Order

Circle one: Church member Non Church Member

The Church at Stony Hill agrees to the above quote.

SHC Representative: _____ Date: _____

We accept the terms and conditions as herein quoted.

Accepted Lessee: _____ Date: _____

Printed name: _____



Breakdown of Other Expenses on previous page:

Centerpieces – NC (candles, if used are supplied by the Lessee and must be approved)
DVD player – NC with rental of room.

Grounds Rental (in addition to room)	\$25.00	\$ _____
<u>(Refundable Deposit for grounds rental) \$150.00</u>		\$ _____
Place Setting Rental	\$1.25 per person.....	\$ _____
Big Screen TV Rental	\$25.00.....	\$ _____
Police Officer (up front fee)	\$100.00.....	\$ _____

Total of Other/Misc. charges..... \$ _____

With Alcohol – an additional **\$100.00** is due on the day of the event (a police officer is required for alcohol consumption @ \$25.00 per hour – minimum is 4 hours)

Insufficient clean up or any damage to Church at Stony Hill property will result in forfeit of security deposit.

The Lessee has received a copy of the entire rental agreement (2 pages) and the “Rules to Follow form”.

Please initial _____

Given by the SHC representative _____

Date _____