



Epiphany Episcopal Church



Canterbury Hall Rental Contract, Policies, & Procedures

Please find attached the application form to request rental of Canterbury Hall. Please complete this application and return it to the office for approval.

Once Epiphany has received your signed contract and security deposit, the contract will be reviewed, and you will be contacted.

If you have any questions, or need further information, please contact Mrs. Thomasine Lyles, Canterbury Hall Coordinator Church Administrator, at 301-735-7717.

Facsimile Number (301) 735-9051

Email: epiphanyforestville@gmail.com

Website: www.epiphanyforestville.org

PRINTED INVITATIONS AND ANNOUNCEMENTS
SHOULD READ AS FOLLOWS:

**EPIPHANY EPISCOPAL CHURCH
CANTERBURY HALL
3125 Ritchie Road
Forestville, MD 20747**



Epiphany Episcopal Church



CANTERBURY HALL RENTAL AGREEMENT, POLICIES, AND PROCEDURES

1. A security deposit is due with the submission of your application. Your application *will not be considered* without the submission of a security deposit. **If your application is submitted within sixty (60) days of the requested date, full payment is required upon acceptance of the application.**
2. **Cost for usage** of Canterbury Hall will be twelve hundred dollars (\$1,200.00) for up to four (4) hours of use; one thousand eight hundred dollars (\$1,800.00) for up to seven (7) hours of use; or two thousand three hundred dollars (\$2,300.00) for an extended day (up to 12 hours) and will include use of the:
 - a. Hall (3600 square feet /maximum attendance two hundred (200))
 - b. Stage (27 x 18 feet)
 - c. Triple room
 - d. Two (2) Additional Single Rooms
 - e. Chairs and Tables (Round Table Size 60" / Long Table Size 6')
 - f. Kitchen (**for setting up & warming ONLY. Food preparation and cooking are NOT permitted.**) Utensils must be supplied by the Renter (**church supplies and utensils are NOT available to renters**).

3. Fees and Payment

- a. A refundable **security deposit** of five hundred dollars (\$500) is required for all rentals.
 - i. The **security deposit** must accompany the completed Rental Agreement to secure a reservation. The deposit may be made in the **form of a check, money order, credit card, or an online submission. All checks should be made out to "Epiphany Episcopal Church."**
 - ii. In case of **property damage**, the Renter will be held responsible and costs will be assessed, from the security deposit, consistent with those for repair or replacement of the property.
 - iii. The security deposit will be returned to the Renter within **ten (10) business days** of the event, pending satisfactory inspection of property following the event.

b. Fees for events scheduled on a holiday weekend will be increased by half the stated rate; this includes non-profit entities and church members (**4hr - \$1,800, 7hr - \$2,700, 12hr – \$3,450**).

Initials

c. **Payments** of the contracted rental are due in thirty (30) day increments with final payment due no later than sixty (60) days prior to the event. Failure to make incremental payments may result in forfeiture of the scheduled event date. All returned checks will incur a thirty-five-dollar (\$35) service fee.

i. All events booked within the 60-day period of the scheduled event must be paid in full upon the signing of the contract.

Initials

Online Payments directions: website www.epiphanyforestville.org Go to **E-Giving** and click **Quick Give** to process a guest transaction. Type in the amount you wish to pay and choose **Canterbury Hall Rental** as your fund option. In **Additional Comments**, please state the date of your event and the name on your contract. Then follow directions to make your payment.

d. Include the following with the final payment:

i. Floor Plan (see the enclosed sample form)

e. Maximum capacity for the occupancy of Canterbury Hall is 200. If, at any time, there are more than 200 people in attendance at your event, the excess guests will be asked to leave, or the event will be terminated immediately, and all fees will be forfeited.

Initials

f. The contracted time includes setup and breakdown time for all renters and vendors. The schedule for rental time allows for set-up and decorating and one hour at the end to completely clean the facility. Due to liability issues, access to the facility by all parties – including the coordinator, florist, decorator, DJ/band, photographer, etc. – is allowed only at the start of the contracted time.

If anyone stays past the contracted period, the Renter will be held liable and will be charged additional fees, which will be deducted from the security deposit.

Initials

g. Additional hours (at \$200 per hour) must be settled at contract signing. Under no circumstances will additional hours be negotiated at the time of the actual event. Staff on hand during the event are not authorized to accept any payment or to renegotiate any portion of the signed contract.

Initials

h. Clean-up time starts at least 1 hour before the end of the contracted event including dismantling of equipment by the DJ and photographer.

Initials

i. Cancellations

i. All cancellations **must** be received in writing by mail, fax or email. You must call to be sure that your fax or email has been received.

ii. Cancellation by the Renter less than 90 days before the event date will result in forfeiture of all fees.

iii. Cancellations due to severe weather or a natural disaster will be determined by Canterbury Hall Coordinators.

Initials

j. This facility prohibits BYOL/ BYOB events and Go-Go Bands.

Initials

k. Advertising your event to the **General Public** on **Social Media** is **prohibited** and will result in cancellation of your event and forfeiture of your funds.

Initials

l. No ticket sales are permitted at the door.

Initials

m. The **sale of alcoholic beverages** is **prohibited** per the Prince George County Police (except non-profit organizations with appropriate license).

4. Responsibilities of the Renter:

a. Compliance with our policies and procedures must be adhered to at all times.

b. **The behaviors and actions** of all attendees are the responsibility of the Renter.

Initials

c. Canterbury Hall must be **returned to the condition in which the Renter** found it upon arrival: trash must be removed and placed in the outside receptacle; the premises must be left clean (**including the parking lot/cemetery and surrounding grounds**). Failure to do so will result in the forfeiture of the security deposit.

Initials

d. Canterbury Hall will not accept, sign for, or store any deliveries for an event. All deliveries must be made on the day of the event and the Renter must be onsite to receive them.

e. **No Smoking.** Canterbury Hall does not permit smoking.

Initials

f. Canterbury Hall is not responsible for any articles left in the building by the Renter or individuals who use the space.

Initials

g. Canterbury Hall is not responsible for any damages or thefts that may occur to vehicles on the premises during and after any events.

h. Guests should leave the parking lot upon the end of the event.

Initials

i. Signs and/or decorations (interior & exterior) may be posted or affixed only in such a way that will not mar, deface, or leave a mark on the surface when removed. There shall be **NO PENETRATION OF ANY SURFACE**, exterior or interior. Any violation of this procedure will result in a deduction from the security deposit.

I, _____ (please print full name), agree to adhere to the above policies and procedures. I also understand that failure to meet deadlines may result in the automatic cancellation of this agreement and forfeiture of the security deposit.

Signature of Renter

Date

Canterbury Hall Coordinator

Date

Application for use of Canterbury Hall Facilities

(Complete and return with the security deposit to Epiphany Episcopal Church Office for approval)

Name of the Organization: _____

Name of the Renter: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (Day) _____ (Evening) _____ (Cell) _____

Email address: _____

Nature of the Activity: _____

Date(s) of the Activity: _____ Time: _____ to _____

Time will include set-up, decorating and clean-up periods.

Estimated number of guests attending (maximum 200): _____

Referred By: _____

Cancellation Date: _____

Live Band Yes No

Request for use of (Please Check One) Tables / Chairs Tables and Chairs

Qty. of Round Tables Needed: _____ Qty. of Long Tables Needed: _____

Request for use of Stage Yes No

Request for use of the kitchen Yes No

Request for use of the loft Yes No **(ADDITIONAL FEE WITH 4 OR 7 HOUR RENTALS)**

Request for sale of alcohol Yes No **(NON-PROFIT ONLY)**

Use of alcoholic beverages requires prior notification to the staff. Sale of alcoholic beverages requires submission of the Prince George's County liquor license for event.

(Signature of Renter)

(Date)

Decision: **Approved**

Denied

PRICE SHEET
Canterbury Hall Rental

<p>A. Private Function Pricing:</p> <p style="margin-left: 20px;">a. Four hours of use.....\$1,200.00</p> <p style="margin-left: 20px;">b. Seven hours of use.....\$1,800.00</p> <p style="margin-left: 20px;">c. Extended day (12 hours) \$2,300.00</p> <p>Holiday function pricing: All events scheduled on a holiday weekend will be increased by half the stated rate (4hr - \$1, 800; 7hr - \$2,700; 12hr – \$3,450)</p>	
<p>A. College / University Alumni, Fraternities, and Sororities with an active Parishioner as a member of Epiphany Episcopal Church:</p> <p>B. Organizations with Non-Profit 501 - C3 (Copy of IRS designation letter is required):</p> <p>C. Organization Pricing:</p> <p style="margin-left: 20px;">a. Four hours of use.....\$1,000.00</p> <p style="margin-left: 20px;">b. Seven hours of use.....\$1,600.00</p> <p style="margin-left: 20px;">c. Extended day (12 hours).....\$2,100.00</p> <p>Holiday function pricing: All events scheduled on a holiday weekend will be increased by half the stated rate (4hr - \$1,500; 7hr - \$2,400; 12hr – \$3,150)</p>	
<p>A. Epiphany Members: Personal private function</p> <p style="margin-left: 20px;">a. Four hours of use (<i>setup and breakdown not included</i>).....\$ 800.00</p> <p style="margin-left: 20px;">b. Seven hours of use (<i>setup and breakdown not included</i>).....\$1,400.00</p> <p style="margin-left: 20px;">c. Extended day use (<i>setup and breakdown not included</i>).....\$1,900.00</p> <p>B. Set-up & Breakdown of Tables and Chairs.....\$ 300.00</p> <p>Holiday function pricing: All events scheduled on a holiday weekend will be increased by half the stated rate (4hr - \$1,200; 7hr - \$2,100; 12hr – \$2,850)</p>	
<p>A. Additional hours \$200.00 x hrs. requested..... _____</p> <p style="margin-left: 20px;">Note: All events must end by 2am – no exceptions</p> <p>B. Loft Area.....\$100.00</p> <p>C. 2 Hr. Rehearsal Time (5pm - 7pm or 6pm – 8pm).....\$200.00</p>	
<p>A. Security Deposit (due upon submission of application)</p> <p style="margin-left: 20px;">a. All Rentals.....\$500.00</p>	
Total:	

There will be a **\$35.00** charge for all returned checks.

(Signature of Renter)

(Date)

Representative of Canterbury Hall Coordinator (date)

Credit Card Information (For damages and/or contracted time exceed \$500.00)

Credit Card #:

Name on Card:

Address Associated w/Card

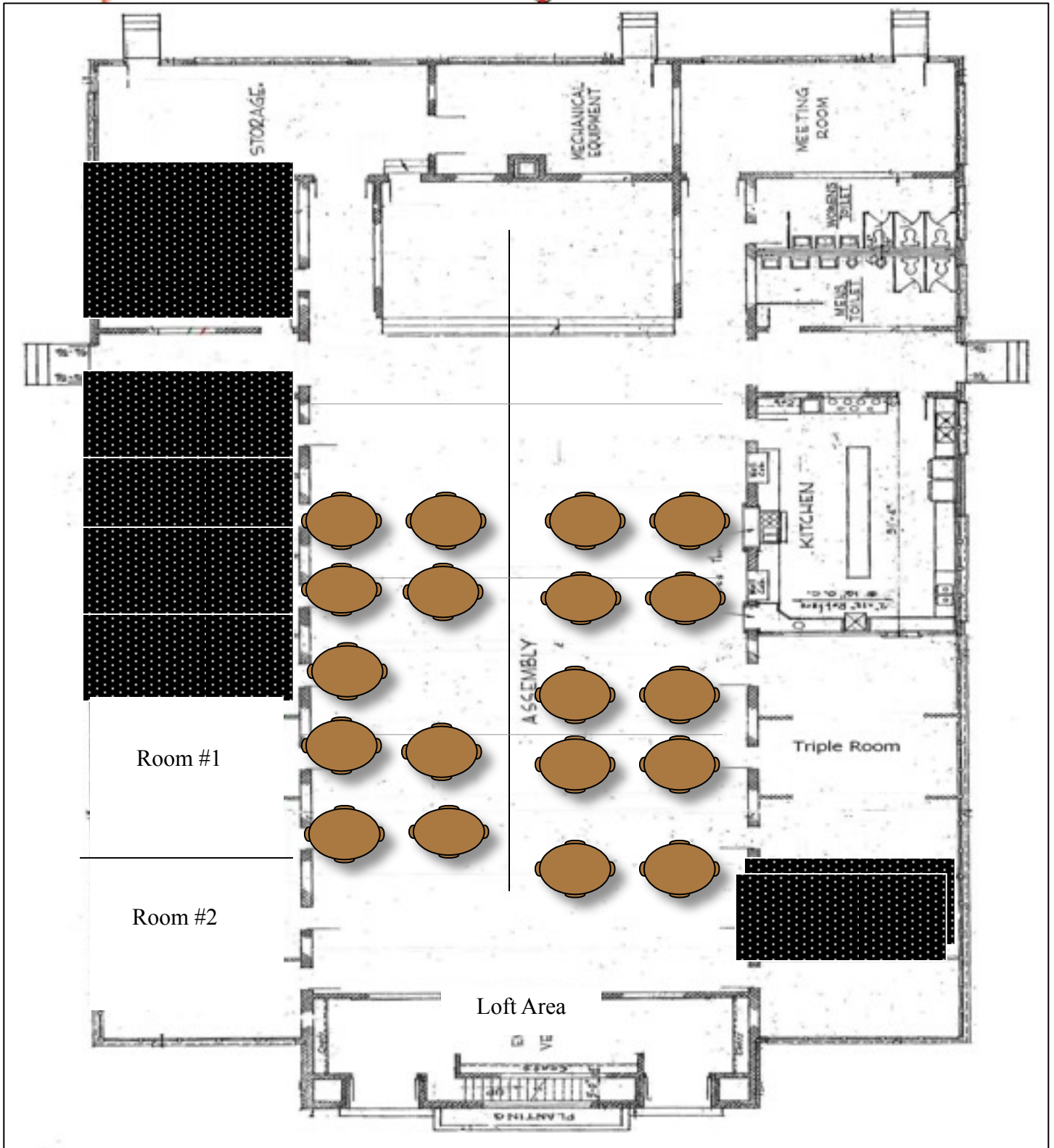
Expiration Date:

Security Code:





Epiphany Episcopal Church



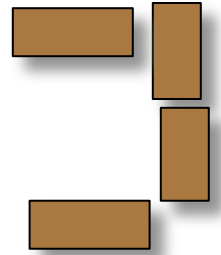


Table Planning Guide & Dimensions

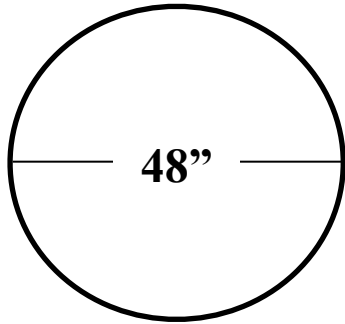


Table Availability: 3
Seating Capacity: 6
Linen Size: 60'' Round

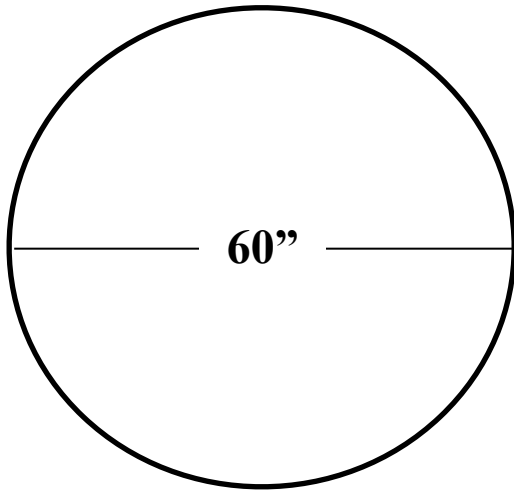


Table Availability: 28
Seating Capacity: 8
Linen Size: 72 -> 120'' Round

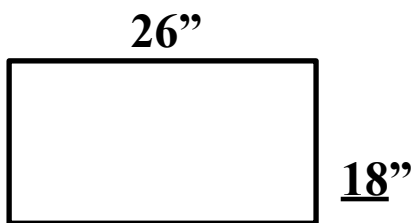


Table Availability: 3
Linen Size: 80'' x 108''



Table Availability: 3
Linen Size: 80'' x 108''

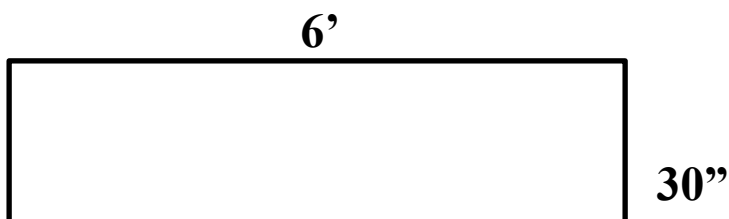


Table Availability: 13
Linen Size: 90'' x 132