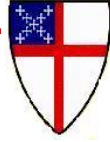




# Epiphany Episcopal Church



## Canterbury Hall Rental Contract, Policies, & Procedures

Please find attached an **informational application** form to request rental of Canterbury Hall. Please review this application and call the office to schedule an appointment.

Once you complete an in-person meeting with the Canterbury Hall Coordinator, sign your contract with your security deposit, your date will be scheduled on our calendar.

**If you have any questions, or need further information, please contact Canterbury Hall, at 301-735-7717.**

**Facsimile Number: (301) 735-9051**

**Email: [epiphanyforestville@gmail.com](mailto:epiphanyforestville@gmail.com)**

**Website: [www.epiphanyforestville.org](http://www.epiphanyforestville.org)**

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Name of Renter: \_\_\_\_\_

Date of Event: \_\_\_\_\_

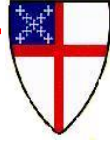
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PRINTED INVITATIONS AND ANNOUNCEMENTS  
SHOULD READ AS FOLLOWS:

**EPIPHANY EPISCOPAL CHURCH  
CANTERBURY HALL  
3125 Ritchie Road  
Forestville, MD 20747  
4-17-2024 revised**



# 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 one thousand, two hundred and fifty dollars (\$1,250.00) for four (4) hours of use; one thousand nine hundred dollars (\$1,900.00) for seven (7) hours of use; or two thousand four hundred dollars (\$2,400.00) for an extended day (12 hours) and will include use of the:
  - a. Hall (3600 square feet /maximum attendance one hundred and fifty (150)
  - 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 money order or credit card. - NO CASH PAYMENTS WILL BE ACCEPTED.**
    - 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

*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.

**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](http://www.epiphanyforestville.org) Go to the Canterbury Hall tab, follow the Zelle payment instructions on the Zelle App 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. **All payments must be confirmed by talking with the Canterbury Hall staff.**

d. Include the following with the final payment:

i. Your desired Floor Plan

e. Maximum capacity for the occupancy of Canterbury Hall is 150. If, at any time, there are more than 150 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. **(Our capacity is subject to County health restrictions).**

*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 (in one hour increments)**, which will be deducted from the security deposit.

*Initials*

g. Additional hours (at \$200 per hour first hr. and \$300/hr. per hour therefore) 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 staff.

*Initials*

*Initials*

*Initials*

*Initials*

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

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

l. **No ticket sales are permitted at the door.**

m. The **sale of alcoholic beverages is prohibited** per the Prince George County Police (except non-profit organizations with an **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. All children must be supervised at all times.

*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 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.

j. No pyrotechnics (fireworks, sparklers etc.) are allowed on the premises.

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)

**Nature of the Activity:** \_\_\_\_\_

**Date(s) of the Activity:** \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Name of the Renter: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: (#1) \_\_\_\_\_ (#2) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Estimated number of guests attending (maximum 150): \_\_\_\_\_

**Referred By:** \_\_\_\_\_

**Cancellation Date:** \_\_\_\_\_

Live Band Yes  No  Name of the Band \_\_\_\_\_

**(No GO-GO BANDS ARE ALLOWED)**

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 of Canterbury Hall:**      **Approved**       **Denied**

**Staff Person:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PRICE SHEET**  
Canterbury Hall Rental

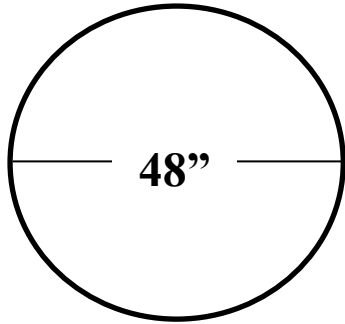
<p><b>A. Private Function Pricing:</b></p> <p style="margin-left: 20px;">a. Four hours of use.....\$1,250.00</p> <p style="margin-left: 20px;">b. Seven hours of use.....\$1,900.00</p> <p style="margin-left: 20px;">c. Extended day (12 hours) ..... \$2,400.00</p> <p><b>Holiday function pricing:</b> All events scheduled on a holiday weekend will be increased by half the stated rate (4hr - \$1,825; 7hr - \$2,850; 12hr – \$3,600)</p>	
<p><b>B. College / University Alumni, Fraternities, and Sororities with an active Parishioner as a member of Epiphany Episcopal Church:</b></p> <p><b>C. Organizations with Non-Profit 501 - C3 (Copy of IRS designation letter is required):</b></p> <p><b>D. Organization Pricing:</b></p> <p style="margin-left: 20px;">a. Four hours of use.....\$1,100.00</p> <p style="margin-left: 20px;">b. Seven hours of use.....\$1,700.00</p> <p style="margin-left: 20px;">c. Extended day (12 hours) .....\$2,200.00</p> <p><b>Holiday function pricing:</b> All events scheduled on a holiday weekend will be increased by half the stated rate (4hr - \$1,650; 7hr - \$2,550; 12hr – \$3,300)</p>	
<p><b>E. Epiphany Members: Personal private function</b></p> <p style="margin-left: 20px;">a. Four hours of use (setup and breakdown not included) .....\$ 800.00</p> <p style="margin-left: 20px;">b. Seven hours of use (setup and breakdown not included) .....\$1,400.00</p> <p style="margin-left: 20px;">c. Extended day use (setup and breakdown not included) .....\$1,900.00</p> <p><b>F. Set-up &amp; Breakdown of Tables and Chairs.....\$ 150.00</b></p> <p><b>Holiday function pricing:</b> 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><b>G. Additional hours \$200.00 x hrs. requested..... _____</b></p> <p><b>H. After first additional hour, the fee is \$300/hr.</b> Note: All events must end by 2 a.m. – no exceptions</p> <p><b>I. Loft Area.....\$150.00</b></p> <p><b>J. 2 Hr. Rehearsal Time (5pm – 7 p.m. or 6 p.m. – 8 p.m.....\$200.00</b></p>	
<p><b>K. Security Deposit (due upon submission of application)</b></p> <p style="margin-left: 20px;">a. All Rentals.....\$500.00</p>	
<p><b>L. Linen Table Cloths (\$15/table)</b></p> <p><b>M. Chair Cover (\$5/chair)</b></p>	
<b>Total:</b>	

\_\_\_\_\_  
(Signature of Renter)                      (Date)

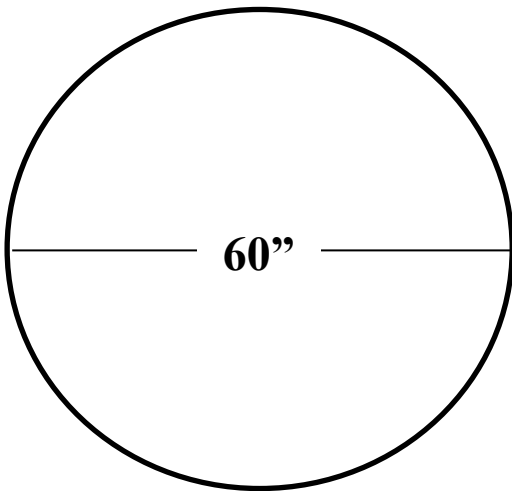
\_\_\_\_\_  
Representative of Canterbury Hall                      (Date)

<b>Credit Card Information (For damages and/or contracted time exceeded)</b>	
Credit Card #:	
Name on Card:	
Address Associated w/Card	
Expiration Date:	Security Code:

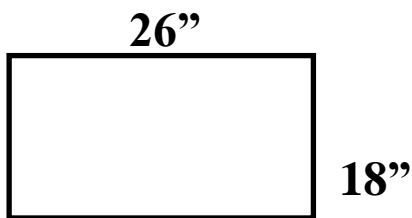
# Table Planning Guide & Dimensions



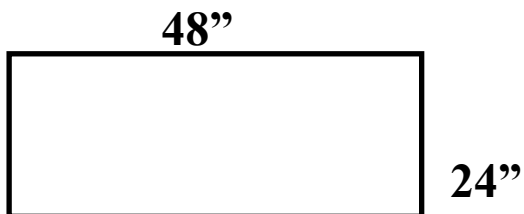
**Seating Capacity: 6**  
**Linen Size: 60'' Round**



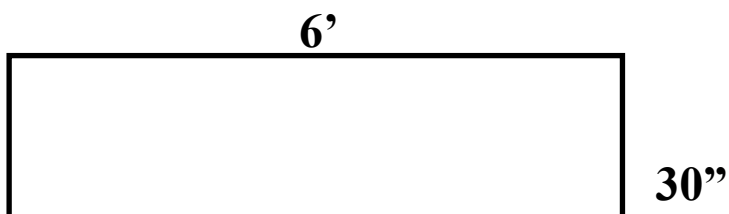
**Seating Capacity: 8**  
**Linen Size: 72 -> 120'' Round**



**Linen Size: 80'' x 108''**



**Linen Size: 80'' x 108''**



**Linen Size: 90'' x 132**