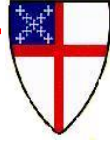




# *Epiphany Episcopal Church*



## ***Church Sanctuary Canterbury Hall Repast Rental Agreement***

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

If your application is submitted within thirty (30) days of the requested date, payment is required in the form of money order, cashier's check or by credit card. Once Epiphany has received your signed contract, it will be reviewed, and you will be contacted.

If you have any questions, or need further information, please contact the Parish Hall Coordinator at 301-735-7717.

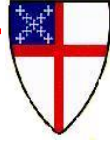
### **PRINTED ANNOUCEMENTS SHOULD READ AS FOLLOWS:**

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

*Rev. 04-17-2024*



# Epiphany Episcopal Church



## Church Sanctuary/Canterbury Hall Rental Agreement, Policies and Procedures

1. **Cost for usage** of Canterbury Hall for Repast will be six hundred and fifty dollars (\$650.00) for up to four (4) hours of use; Church Sanctuary for Funeral Services will be four hundred and fifty dollars (\$450.00) for up to (3) hours of use:
  - a. Hall (maximum attendance is one hundred and fifty (150))
  - b. Church (maximum attendance is one hundred and fifty (150))
  - c. Chairs and Tables (Round Table Size 60" / Long Table Size 6') will be provided
  - d. Kitchen (**for setting up & warming ONLY. Food preparation & cooking is NOT permitted.**) Utensils must be supplied by the Renter.
  - e. Additional hours may be available at a rate of \$200 per hour.

### 2. Fees and Payment

- a. Online Payment directions: Go to the website [www.epiphanyforestville.org](http://www.epiphanyforestville.org). Select the Canterbury Hall tab. Follow the instructions to make a payment through Zelle or **SERVANT**Keeper. Follow the on-line directions to complete your payment. Remember to type in the amount you wish to pay and choose **Canterbury Hall Rental** as your fund option.
- b. Money order payments are acceptable. Money orders should be payable to **"Epiphany Episcopal Church."**
- c. A refundable **security deposit** of two hundred dollars (\$200) is required for all rentals.
- d. In case of **property damage**, the Renter will be held responsible and costs will be assessed consistent with those for repair or replacement of the property.

*Initials*

*Initials*

- e. **Contracted time includes set-up time, event time and clean-up time.**
- f. If the **event exceeds the contracted time**, an additional two hundred dollars (\$200) will be assessed for each additional hour, automatically extending the Rental Agreement.

*Initials*

### **g. Cancellations**

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

- ii. Cancellations due to severe weather or a natural disaster will be jointly determined by Canterbury Hall Coordinator and the Renter.

**3. Responsibilities of the Renter:**

- a. **Compliance with** our policies and procedures must be adhered to at all times.
- b. The **behavior and actions**, comings and goings of guests at the event, are the responsibilities of the Renter.

*Initials*

- c. Canterbury Hall/Epiphany Church will be **returned to the condition to which the Renter** found it upon arrival: trash must be removed and placed in the outside receptacle; and the premises must be left clean.

*Initials*

- d. Epiphany Episcopal Church 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. **Smoking is not permitted in any building.**

*Initials*

- f. Epiphany Episcopal Church is not responsible for any articles left in the building by Renter or individuals who use the space.

I, \_\_\_\_\_ (*please print full name*), agree to adhere to the above policies and procedures.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Epiphany Church Designee

\_\_\_\_\_  
Date

**Application for use of Epiphany Facilities**  
(Complete and return to Epiphany Episcopal Church Office for approval)

*Select one or both:*

CHURCH \_\_\_\_\_ CANTERBURY HALL \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Name of Deceased:** \_\_\_\_\_

**(Please Check One)**                      **Member**                       **Non-member**

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

Name of Organization (If applicable): \_\_\_\_\_

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

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

Telephone Number: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

Additional Contact Person: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Will the burial be at Epiphany Cemetery?    Yes\_\_    No\_\_

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

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

Request for Use of Kitchen Yes  No  Use of Stage Yes  No

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

\_\_\_\_\_  
(Print Name and add Signature of applicant)

\_\_\_\_\_  
(Date)

**Decision:**                      **Approved**                       **Denied**

\_\_\_\_\_  
Signature of Canterbury Hall Coordinator

**PRICE SHEET**  
Epiphany Episcopal Church Sanctuary

<b>A. *Cost:</b>		
a. Church Rental (3hrs.)	<b>\$650.00</b>	
b. Repast Hall Rental (4hrs.)	<b>\$650.00</b>	
c. Church Undercroft (3 hrs.)	<b>\$450.00</b>	
d. Security Deposit (Refundable)	<b>\$200.00</b>	
e. <b>Optional Linen Cloth rentals \$10.00 each (\$10 x__)</b>		
f. <b>Optional Chair cover rentals \$2.00 each (\$2 x__)</b>		
<b>Total *</b>		
<i>Processing fees will be incurred for all credit card transactions</i>		

Person to receive the refund: \_\_\_\_\_

\_\_\_\_\_  
(Signature of User)                      (Date)

\_\_\_\_\_  
Representative of Epiphany Episcopal Church (Date)

**For Office Use Only**

	Payment	Balance
<b>Total</b>		
Deposit –		
Payment –		
<b>Final Payment</b> ( <i>Due 7 days in advance. Nonpayment may result in cancellation</i> )		

***Credit Card Information (this information will only be used in the event of property damage greater than your security deposit or if you exceed your contracted time)***

Credit Card #:

Name on Card:

Address Associated w/Card

Expiration Date:

Security Code:

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Revised 3-3-2023*