Date of event**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gethsemane Lutheran Church, ELCA, RIC**

2825 Paris Rd

Chalmette, LA 70043

504-271-4254

E-mail: gethsemaneinchalmette@gmail.com

Website: [www.gethsemane-lutheran.org](http://www.gethsemane-lutheran.org)

Facebook: <https://www.facebook.com/gethsemanelutheran.church.3>

Thank you for your interest in renting our Fellowship Hall. We look forward to facilitating your special event. Please fill out the contract attached and return it to the church office. Be sure to provide the required $150 deposit, in the form of cash or check as the deposit is required to ensure your reservation.

God Bless,

Hall Coordinator

(504) 271-4254

Client’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall Rental Contract

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Hours: \_\_\_\_\_\_\_\_\_ x $150/hr. = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ check#\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NOTE- two-hour minimum rental- 2 x $150= $300 min]

Alcohol Served at Event [please circle and initial]: \_\_\_\_\_Yes \_\_\_\_\_ No

**If yes, the client is responsible for securing one [1] Deputy on premises during the event.** If you need further information, please contact the St. Bernard Sheriff’s office at 504-271-2501.

Deputy that will be on detail for your event:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please note: the deputy may NOT be part of the festivities, nor may he partake of alcohol during the event.*

Hall Rental Deposit: $150. This is required to reserve your date and serves as a damage deposit. Please be sure to complete the cleaning checklist you were given. Your deposit will be refunded after inspection of the hall. If there is any damage to the facility or the tasks on the checklist are not completed, your deposit will not be returned. If paying by check, please write two. One for the rental hours, and the other for the deposit, so that it may be readily returned to you if applicable [this is so that you don’t have to wait for your check to clear the bank before we write one for your deposit].

Hall Rental Fee: $150/hr. (2 hr. Minimum= $300). We will provide you with one [1] hour before your event to set up and one [1] hour after, for clean-up. Payment is due in full no later than 7 days prior to your event. We accept cash, check, and PayPal.

\*\*If additional time is requested for **event set-up**, it will be granted, provided the hall is not rented earlier, at a cost of $20 per hour. This is **ONLY FOR SET-UP of event.** This **does NOT add time to the event/party**. This does not preclude the one hour before the event that is included in the original fee.

Tables and chairs are provided for you to use during your event. Please place the tables and chairs back where you found them. You also have full use of the kitchen during your event. However, we do not supply decorations, plates, cups, napkins, cutlery, etc. as part of this contract. If there are items in the kitchen that you would like to use, we ask that they be cleaned and placed back where they were found.

**The following items are prohibited:**

**NO SMOKING** inside the building

**NO GLOW STICKS** inside the building [they destroy the flooring]

**NO ONE** is allowed in the playground.

**NO ADDITIONAL HOOKS OR TAPE MAY BE USED** on/in walls or ceiling tiles. (Please use sticky tack or the existing hooks that are provided only.)

**NO ALCOHOL** on premises **unless specified in your contract**.

*Terms and Conditions*:

Gethsemane Lutheran Church is not responsible for the damage or loss of any merchandise, articles, equipment or property left on our premises. If items are found, we will make every effort to return them to you. Client is responsible for damage to the premises during the times specified in this contract. Gethsemane Lutheran Church is not liable for failure to carry out arrangements due to acts of God, or other conditions not under the control of Gethsemane Lutheran Church.

*Disclaimers*: Client hereby agrees to indemnify and hold harmless Gethsemane Lutheran Church from and against any and all liabilities, claims, expenses, losses and damages (including attorney’s fees and costs arising out of or related to client’s guests’ negligence or willful acts, including but not limited to the destruction of property or bodily harm caused by the consumption of alcoholic products).

I have read and understand the terms of this agreement. I understand that failure to comply with the terms and conditions set forth, will result in **forfeiture of my deposit**. I also understand that I am responsible for any **damages exceeding $150.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Deposit: Paid on: \_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_\_\_ Amount paid $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash PayPal Check # \_\_\_\_\_\_\_\_

Rental Fees Paid in Full on: \_\_\_\_/\_\_\_\_/20\_\_\_\_Cash PayPal Check # \_\_\_\_\_\_\_\_\_\_\_\_

Hall Rental Clean-up Checklist: (please initial by each task to confirm completion)

\_\_\_\_\_\_\_\_\_\_\_ Floors are swept and mopped

\_\_\_\_\_\_\_\_\_\_\_ Tables and chairs are wiped down, and **placed back in**

**their original position. [**the chairs are left out for our parents when they drop off or pick up their little ones.

\_\_\_\_\_\_\_\_\_\_\_ Kitchen is cleaned. Any dishes or utensils of Gethsemane’s that are used are washed and put away

\_\_\_\_\_\_\_\_\_\_\_ All trash cans are emptied and all trash is taken out to the dumpster

\_\_\_\_\_\_\_\_\_\_\_ All bathroom stalls must be UNLOCKED and accessible

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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