919 Ellington Rd South Windsor, CT 06074
Phone: 860-289-8963 **Email:** info@unityhartford.org

Rental Agreement & Invoice

An Agreement has been made on this _____ day of _____, _____ between Unity of Greater Hartford and _____ for space rental in the building located at 919 Ellington Rd., South Windsor, Ct.

Date of Rental: _____

*Purpose of rental: _____

Beginning Time (including any set-up): _____

Ending Time (including any break-down and clean-up): _____

Estimated number of people/guests: _____

___ I have read and agreed to the Facility Rental Rules & Regulations Addendum.

* All rental use and functions must be pre-approved by the Minister: _____
Minister initialed approval & date

Invoice:

Renter Name & Mailing Address:

_____

_____

Email & Telephone:

_____

Amount owed: $_____ Payment Due Date: _____

Deposit Due: $_____ Deposit Paid Date: _____

Remit by check made payable to: "Unity of Greater Hartford" Payment Received: _____
Rec'd by:_____ Date:_____

Basic Rates are as follows:

Rates listed below are for non-church members and are for usage hours between 8 am and 5 pm. An additional charge of $100 will apply for any rented time after 5 pm. Only the rooms rented may be utilized. Please put an X in the appropriate box. Unity members receive a discounted rate.

☐ **Audio-Visual Operator** - $100 for 4 hours. Any ten minutes past the first 4 hours will be charged $25 per ¼ hour. (includes microphone, LCD projector (you must use your own laptop), music through house system. Does not include the piano unless you receive prior permission from the Minister.)

☐ **Livestream** - $300. We will supply a camera person and audio board operator to record your event and/or livestream. Afterwards you can receive a link to the video of the event.

☐ **Fillmore Room**	☐ 1-4 hrs: $95	☐ 5-8hrs: $170	
☐ **Cady Room**	☐ 1-4 hrs: $70	☐ 5-8hrs: $120	
☐ **Community Room**	☐ 1-4 hrs: $300	☐ 5-8 hrs: $500	
☐ **Sanctuary Rate***	☐ 1-4 hrs: $500	☐ 5-8 hrs: $700	(seats 200)

* For Weddings, the Fillmore Room may also be utilized without any additional fee.

☐ **Wedding Rehearsal Rate** ☐ 1-4 hrs: $100/50 **DATE & TIME**:_____

Wedding rehearsals may NOT exceed 4 hours.

* If a Unity of Greater Hartford Minister is conducting the wedding, there will be no charge for the rehearsal.

☐ **Kitchen Use**** ☐ 1-4 hrs: $150 ☐ 5-8hrs: $225 ☐ **Kitchen Rules signed**

****Re: Kitchen Use:** Please review and sign the Kitchen Rules Addendum

☐ In connection with this rental, I may need the services of an Ordained Minister, please contact me at _____

☐ I understand that I am not to leave after the event unless a church person is present to lock up. If no one is present, I am required to call the "Emergency Contact" and let them know. My Emergency Contact number is:_____

Facility Rental Rules & Regulations Addendum

1. The Renter must secure a Certificate of Liability Insurance naming Unity of Greater Hartford as an additional insured in the amount of $1,000,000. Proof of this Insurance must be presented to the church a week prior to the event or the rental agreement is null and void.
2. In order to reserve any part of the church facility, the Rental Agreement & Invoice must be completed, the Facility Rental Rules & Regulations Addendum must be signed and on-half of the total rental fee must be received by the church.
3. The Security Deposit is non-refundable and will not be returned in the event of a cancellation or non-attendance.
4. The Security Deposit will be returned to the individual/group after a satisfying inspection of the rental space following the event. It is understood that Unity of Greater Hartford will not return the Security Deposit if damage to our building, grounds, or equipment occurred during the event in question.
5. Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter. It is the renter's obligation through this contract to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person (s) to enter or use church property and to remove any church property and to remove any property brought into the church when the rental period is over.
6. The room set-up is solely the responsibility of the individual renting the space and the space must be returned to its original condition and layout, or in a mutually agreed-upon condition.
7. The number of people in attendance will not exceed the number stated on this agreement.
8. Functions and/or attendees will cause no disturbance to neighbors.
9. There are no alcoholic beverages or smoking permitted in the building or on the church grounds.
10. There is no food or beverages allowed in the Sanctuary.
11. There are no balloons, fires, lit candles or animals allowed in the building. Confetti or wedding rice may not be thrown on the premises.
12. No furniture or property found within the church building may be removed from the church or taken off premises.
13. Decorations, posters are not to be put up on any wall of the facility or in any place that might damage walls, floors, carpets, furniture. Nails, screws, thumbtacks, tape, or glue of any type are not to be used in any part of the building.
14. Failure to return the room to the agreed upon condition, may result in additional charges.
    a. All outside equipment and/or decoration used for the purpose of the activity/event must be removed and/or taken down immediately following the event.
15. Balance owed is due on the day of the event or earlier if required by Unity of Greater Hartford.

Kitchen Rules Addendum:

1. Wash, dry and return all dishes, cookware, silverware, appliances, etc. to proper locations
2. Any church paper goods or disposable kitchen supplies (paper plates, cups, napkins, paper towels, and plastic utensils) are not to be used.
3. Clean stove, sinks, counters if used.
4. Remove any personal property or decorations at the end of the event.
5. Empty trash cans and remove trash from church premises as indicated by church employee.
6. Do not remove any items from the kitchen.
7. Do not leave food from your function in the refrigerator, cabinets or counters unless permission is granted.
8. Clean any tables or chairs used.
9. Sweep kitchen floor and also the Community Room if used.
10. After your event but before you leave, make sure someone from the church is present to lock up. If not, it is your responsibility to call the "Emergency Contact" number provided.

Agreed to by:

_____ _____

Church Minister: _____ Name: _____

Date: _____ Date: _____