

Rental Agreement
Woodmar United Methodist Church
7320 Northcote, Hammond, IN 46324
219-844-3030

Date requested _____ Room requested: _____ Community Center _____ Narthex/Lobby
(please indicate room by an X)

Name _____ email _____

Name of organization (if applicable) _____

Address (where we will send the refund of your deposit after your event if all is left appropriately.)

Street address City State Zip

Phone _____ Cell phone _____

Name of alternate in charge _____

Alternate person's phone _____

Type of Event _____

Time you will arrive to begin setting up _____ Vacate Time _____

(You are allowed a total of six hours, including your set-up & take down time.)

Are you having a bouncer, piñata, or other item that the custodian needs to know about for room set-up? _____

Tables needed - 5 ft round and 8 ft long are available _____

Approximate number of people attending _____

Security Deposit - \$50. The deposit is in addition to the rent and is returned after your event unless something is damaged, or our rules are not followed.

All fees are due when you arrange your rental.

Rent for the large hall, which includes custodian and security deposit:

*Please note a 3% service charge is added to total if paid with credit/debit card.

75 people or under \$320 + \$50. Sec dep = 370.00.

Over 75 people \$375. + \$50. Sec dep = \$425.00

Rent for small hall (40-50 people) is \$195. + \$50. Sec dep = \$245.00.

Each additional hour - \$20.00 per hour.

Signature of person in charge _____ Today's date _____

Woodmar United Methodist Church
7320 Northcote, Hammond, IN 46324 219-844-3030 ext. 301
Rental Information (June,3 2019)

All rental fees are due at the time you arrange for your rental. In addition to rental fees, a \$50 deposit is required. The church will return your deposit by mailing you a check within a week after your event, unless there is damage caused by carelessness or these rules are not followed.

The time limit for your rental of six hours, from the time you walk in to begin setting up, to the time you leave.

The following are NOT permitted: alcohol, smoking, raffles, and gambling. You will not receive your deposit back if you or your guests disobey this rule. Smoking outside of the building is allowed.

We do not allow the use of any type of tape, tacks, pins, or nails inside or outside. You will not receive your deposit back if you or your guests disobey this rule. You may use the tacky removable mounting putty. You may loosely tie balloons or signs to the railings outside or stick a sign in the ground.

The custodian 's fee is included in your rent. He will set up and take down the tables and chairs and mop the floor afterwards. You are expected to throw away your trash (wrapping paper, paper plates, etc.) and leave the kitchen as you found it.

Fog machines are not allowed because they can set off our smoke alarms. DJ 's are allowed but the sound level must not disturb the neighbors or anyone in our church building.

If you decide to cancel your rental at least 30 days prior to your date, you will receive a refund of your rental fee less your \$50 deposit.

The church is not responsible for thefts or injuries. Take special care not to leave valuables in your car. You are renting a specific room or area only and are expected to remain in that area.

The church provides the tables, chairs, 100 cup coffeepot, garbage bags, and toilet paper and paper towels in the washrooms. You will need to provide your own tablecloths, cups, napkins, plates, coffee, cream, sugar, etc.

You may use our refrigerator, stove, and ovens, but be sure to bring your own pans, and cooking and serving utensils. There is an extra \$50 charge if you cook a complete meal in the kitchen.

It is the responsibility of the person renting the room to make sure that all guests follow the above rules.

Our office hours are Monday through Friday 10AM to 1PM. You may call us during these hours with questions or to give us information about how many tables you need, etc. or leave us a message and we will return your call.

Please call the church office (844-3030) during business hours for routine questions. **The emergency phone number below is to be used if you have a major problem during your rental. The custodian will usually stay in the building the rental**

Custodian Rich: 219-802-2586

Signed _____

Date _____

I have read and agree to the above terms of this contract.