

One-Time Special Use Agreement

Beverly Unitarian Church 10244 S. Longwood Dr. Chicago, IL 60643 773/233-7080

Date of event: _____ Type of event: _____

Minister's services needed? Y N

Facility Area: Sanctuary _____ Dining hall _____

No. of people _____ Time: From _____ to _____ Rehearsal needed? _____

Will alcohol be served? _____

Five-hour blocks of time are reserved for each event.

Shorter periods of use will be charged for the five-hour block.

RENTAL CHARGES

MINISTER'S FEES

Sanctuary..... \$350

Ceremony in church (no rehearsal). . . TBD

Dining Hall.....\$250

Ceremony in church (with rehearsal). . TBD

Sanctuary and Dining Hall\$500

Hourly rate for usage longer than five hours: \$80 Exception: one hour rehearsal night before the event: \$50

If required, we will set-up the room (chairs, tables) for an additional cost of \$30 per floor or you may DIY and replace everything to the original locations at the end of the event. Take down is additional \$30 per floor.

1. The total time needed by the florist, photographer, caterers, and all preparation and clean up must fall within the time period specified in the contract. The event must be ***concluded and the space vacated*** by end of the contracted time.
2. Payment of \$250 is required to hold a date more than 30 days prior to the event. Only check or money order accepted.
3. All rental charges and the damage deposit must be paid 30 days in advance of the event.
4. A **\$250 per floor damage deposit** (additional \$50 if alcohol is served) is required. The deposit will be refunded after the event if the space is properly cleaned, no smoking has taken place, no damage has occurred, and all participants have ***completely vacated the building at the agreed upon time***. Garbage not placed ***in the outside bins*** will result in a \$50 charge. ***Renters may not tape or tack items to the walls or ceilings***. Failure to remove decorations will result in an hourly charge for their removal. The cost of cleaning any carpet stains from spillage will be subtracted from the damage deposit.
5. Cancellation two to four weeks in advance will result in the forfeit of 1/2 the rental fee. Cancellation two weeks or less before an event will result in the forfeit of the ***entire rental payment***. Only the damage deposit will be refunded when cancellations occur two weeks or less before an event.
6. Maximum capacity for the first floor is 70; for the second floor, 50, combined maximum is 100.
7. The stairwells on the main floor shall be kept clear of obstructions at all times.
8. Renters understand that there is a risk of exposure to COVID-19 in any public place where people are present. Those renting and attending events at Beverly Unitarian Church voluntarily assume all risks related to exposure to COVID-19.
9. This is a non-smoking building. The entire damage deposit will be forfeited if smoking occurs.
10. The grand piano may be used for an event. The church office must receive any request to move the piano at least one week in advance of the event. Only church agents may move the piano.
11. ***No alcoholic beverages may be sold on the premises or served to minors.***
12. Food served on the first floor must be catered.
13. At the discretion of the Church, proof of contracting for professional security personnel may be required in advance.
14. The Church reserves the right to cancel a reservation if a renter has misrepresented any aspect of the event.

Renters are responsible for general clean up. This includes (but is not limited to):

1. Removal of all garbage (in double plastic bags if needed to prevent leakage) to the garbage cans at the west end of the parking lot.
2. Wiping down of all surfaces in the kitchen.
3. Washing of any utensils, coffeepots, etc. belonging to the church and used by the renter.
4. Removal of all tables, chairs, and other items not belonging to the church within 24 hours or before 9:00 a.m. Sunday morning, whichever occurs first.
5. Removal of all decorations.

I have read these rules and fees and agree to abide by this contact.

Responsible

Party _____
Print Name
Signature

Address _____

City, State & zip _____

Personal (home/cell) phone _____ *Work phone* _____

Email _____

Caterer's name & phone number _____.

Provide a copy of your caterer's Certificate of Insurance prior the event. This is required to serve food in the castle.