



# Christ Episcopal Church, Tacoma Rental Agreement

Organization Name \_\_\_\_\_

Primary Contact First/Last Name \_\_\_\_\_

Secondary Contact First/Last Name \_\_\_\_\_

Intended purpose of rental: \_\_\_\_\_

Date(s)/Time: \_\_\_\_\_  
\_\_\_\_\_

Rental fee for up to \_\_\_ hours: \$ 2,000.

Addition time: # hours 3 x \$ \_\_\_\_\_

Kitchen Use @ \$150: \_\_\_\_\_ Name of Caterer: \_\_\_\_\_

Green Room @ \$125 \_\_\_\_\_

Linens @ \$10\* \_\_\_\_\_ x \$10 n/a \*white linen only, no napkins

Place Settings @ \$7\* \_\_\_\_\_ x \$7 n/a \*includes dinner and dessert plates, soup bowl, and silverware only.

Coffee/Tea service @ \$2.00 \_\_\_\_\_ x \$2.00 \_\_\_\_\_

Livestream : \$ n/a

**Total:** \$ \_\_\_\_\_

**Due no later than 10.15.2024** \$ \_\_\_\_\_

Payable to: Christ Episcopal Church

**Event Representative:**

Liability Insurance certificate received:

Serving alcohol:  Banquet Permit received:

Name of Bartender: \_\_\_\_\_ License and Insurance received:

**AGREEMENT:**

1. **Hours of Rental.** Your rental includes hours as per this contract, and includes all set-up, deliveries, photo sessions, and clean-up. Hours may be added for an additional fee as available.
2. **Set Up & Cleanup.** Set-up requests for furnishings (piano, podium, tables, chairs, dishes, and the stage) should be arranged with the Parish Administrator prior to two weeks before your event. It is the mutual understanding between Christ Episcopal Church and the above **Rental Party** that the church facility be left in the same condition as prior to the rental event. All personal items and decorations must be removed, along with any glass bottles by the closing time on the day of your rental.
3. **Preservation of Property.** No church property should leave the church premises. The walls must not be defaced with posters or any other decorations. Temporary attachment of items to the walls may be made with painter's tape and removed following the rental. No nails, pins, glue, or other permanent or defacing materials are allowed. No confetti, balloons, rice, birdseed, butterflies, or glitter are permitted. Bubbles and flower petals are allowed. Nothing should be placed on the piano or removed from the stage. A cleaning or damage fee will be charged for all Rental Parties that do not comply with the above.
3. **Smoking.** Smoking and vaping are not permitted in church buildings or on the church property under any circumstances.
4. **Alcoholic Beverages/Gambling/Drugs.** Alcoholic beverages are allowed at events as long as they conform to all applicable laws and the following: the *Alcohol Beverages in the Local Congregation* policy published by the Episcopal Diocese of Olympia, and a WA State Banquet or Special Occasion Permit obtained by the **Rental Party**. Christ Church also requires a licensed and insured Bartender, who must provide proof of license and insurance prior to 60 days before the event. **Persons under the age of 21 are not allowed to be served or consume alcohol at Christ Church events. State Law requires that the person serving alcohol check ID to verify legal age. We reserve the right to stop distribution of alcohol or end the event. We do not allow Rental Parties to use drugs or to gamble on Christ Episcopal Church property.**
5. **Guest Behavior.** Rental Party must confine themselves to the facility use as agreed in this contract. Noise must not be heard from more than 100 feet from the property. Refer to City of Tacoma noise ordinance (TMC 8.122). No loitering in the parking lot adjoining Wells Hall or on the street, the sidewalks, or in the alley.
6. **Building Security.** Any group using the facilities must leave all doors and windows locked, and lights and small appliances turned off. If a door is being kept open during event arrival and departure times, a person must be posted at the door to ensure only authorized persons enter the premises. **DO NOT ADJUST THE THERMOSTATS ON YOUR OWN.** If adjustment to the temperature is required, please ask the host to assist you.

7. **Liability and Damage. Rental Parties** are responsible for any damage to church property occurring during rental period; any repair/cleaning costs will be deducted from the conditionally refundable deposit. The Church is not responsible for any damage or loss to persons or property of outside groups using the facility. All **Rental Parties** assume their own liability and are to have their own liability insurance for the protection of their own members and guests and the Church. A copy of a certificate of liability insurance for at least one million dollars will be provided to the church prior to 60 days before the event. All **Rental Parties** agree to hold the Church harmless and indemnify the Church from all liabilities, damages, lawsuits, and attorney fees regarding the use of this property.
8. **Conditionally Refundable Deposit.** An infraction of this Rental Agreement, including loss or damage to Church property, may result in loss of all or a part of the deposit fee. Should the repair or replacement require more than the deposit fee, the **Rental Party** is liable for additional charges. Status of the facility is determined at the end of the event with the Host and the Rental Party representative. Any amount exceeding the deposit will be on a case-by-case basis. Deposit Refund checks are mailed every two weeks.
9. **Safety of Children.** Christ Church takes the safety of children seriously. Any groups centered on children's activities or expecting large groups of children (10 or more) must provide copies of certification of training from an approved Sexual Abuse Prevention training program in for a minimum of two adults for every ten children. Adult chaperones will abide by the rules of child protection as set forth in a separate rider for such groups.
10. **Access to the Building.** Access to the building will be obtained through the Event Host. In case of emergency, call 253.383.1569 x 103.
11. **Cancellation by Rental Party or Christ Church.** In the event the **Rental Party** cancels the event prior to 60 days before the event, the rental fee is refunded and the deposit is forfeit. Cancellation within 60 days forfeits the deposit and all rental fees paid. Should the church not receive the balance due plus all permits and insurance certificates prior to 60 days before the event, Christ Church has the right to terminate all or part of this agreement. Christ Church has the right to terminate all or part of this agreement at any time with 30 days written notice provided, or at any time should the facilities be required for emergency use. Under such termination, the deposit and all fees are refunded.

<b>Christ Church Contact Information</b>			
<b>Primary Contact</b>		<b>Secondary Contact</b>	
<b>Name</b>	<b><u>Deborah Breneman,</u></b> <b><u>Parish Administrator</u></b>	<b>Name</b>	<b><u>Tim Williams, Sexton</u></b>
<b>Address</b>	<b><u>310 N. K Street</u></b>	<b>Address</b>	<b><u>310 N. K Street</u></b>
<b>City/St/Zip</b>	<b><u>Tacoma, WA 98403</u></b>	<b>City/St/Zip</b>	<b><u>Tacoma, WA 98403</u></b>
<b>Phone</b>	<b><u>253.383.1569 x 101</u></b>	<b>Phone</b>	<b><u>253.383.1569 x 103</u></b>
<b>E-Mail</b>	<b><u>administrator@christchurchtacoma.org</u></b>	<b>E-Mail</b>	<b><u>tim@christchurchtacoma.org</u></b>

Rental Information		
Rental Party:		
Dates:		
Areas to be used:		
Intended Use: Instrumental Recital Series		

Renter Contact Information			
Primary Contact		Secondary Contact	
Name		Name	
Address		Address	
City/St/Zip		City/St/Zip	
Phone		Phone	
E-Mail		E-Mail	

**Acceptance:**

I/We have read the above Rental Agreement. I accept its terms and conditions on behalf of my rental party and agree that my Organization or guests will comply with the agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Party Primary Contact

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Party Secondary Contact

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Administrator, Christ Episcopal Church