

**GLENSHAW VALLEY PRESBYTERIAN CHURCH**

**MCFADDEN HALL RENTAL CONTRACT**

**1520 Butler Plank Road, Glenshaw, PA 15116**

**412-486-5656**

**Glenshaw Valley Presbyterian Church** (GVPC) ("Lessor") hereby agrees to rent McFadden Hall, located at 1520 Butler Plank Road, Glenshaw, PA on: \_\_\_\_\_ between the hours of:

\_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm. Made and entered into this \_\_\_\_\_ day of

\_\_\_\_\_, 2016 by and between Glenshaw Valley Presbyterian Church and

**Renter** ("Lessee"): \_\_\_\_\_

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

Phone (Home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

(Not to exceed 200)

Will alcoholic beverages be served? Yes\* \_\_\_\_\_ No \_\_\_\_\_

\*Certificate of insurance (Event Policy) is required for all events serving alcohol; catered events are covered by caterer's insurance and a certificate of insurance from caterer is required 30 days prior to rental date.

**NOTE:** Violation of PA Liquor Control Laws, i.e. underage drinking or public intoxication, will be just cause to immediately terminate this function with the forfeiture of all rental fees paid and legal fees incurred to enforce this contract. **Initial** \_\_\_\_\_

A security deposit of \$150.00 is due at the execution of the rental contract. **Initial:** \_\_\_\_\_

If using a caterer, please provide name and contact number: \_\_\_\_\_

Rental fees are as follows: Eight (8) hours maximum, including set-up, decorating and clean-up. All rentals must end by 11:00 pm and hall cleared by 12:00 am, unless prior written permission is issued by Rental Relations Team:

**Rental fee:**

|   |          |
|---|----------|
| \$350.00 first three (3) hours                  | \$ _____ |
| \$50 each additional hour                       | \$ _____ |
| \$50 custodian fee (paid directly to custodian) | \$ _____ |
| \$125.00 additional for use of kitchen          | \$ _____ |

**TOTAL DUE:** \$ \_\_\_\_\_

**Final hall rental fee due on or before:** \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

Initial \_\_\_\_\_

### **Rental of McFadden Hall includes:**

1. Use of McFadden Hall, bathrooms and kitchen (as outlined in this contract) ONLY. Kitchen may be used to store cold foods and one oven may be used for one hour prior to event to keep hot foods warm. Full use of kitchen requires additional fee.
2. Stage may be used with prior approval. If using a DJ or band, prior approval must be given for set-up on stage.
3. Use of refrigerator, freezer and ovens for prepared foods only (no cooking is permitted unless kitchen rental fee has been paid). Use of kitchen will only be available if there are no conflicting events being held by the church.

### **Additional Terms and Conditions of Rental of McFadden Hall:**

#### **CONTRACT:**

- **Security deposit and half of hall rental fee is due at time contract is signed.** Balance must be received thirty (30) days prior to event or event may be cancelled. Individual signing contract accepts responsibility for event. Any returned checks must be replaced within seven (7) days and Lessee will pay a \$50.00 inconvenience fee. Security deposits will be returned within thirty (30) days of completion of rental.
- GVPC is a Smoke-Free facility. Smoking is not permitted in any of our buildings and evidence of such will result in loss of security deposit. Receptacles are located outside of the Hall in front of building doors for smokers – no smoking is to occur in the back of the building or in the playground area.
- Maximum capacity of interior space is 200 people. Exceeding this number may result in early termination of event.
- Playground is not part of rental agreement but may be used only if not in use by contracted renters.
- If alcohol is being served, the Lessee is responsible for the proper use and consumption of alcoholic beverages as described under the laws of the State of Pennsylvania, the County of Allegheny and Shaler Township. Underage drinking will not be tolerated at any rental event.

#### **HALL, FURNISHINGS AND PARKING:**

- All tables being used must be covered with linen, paper or plastic table coverings.
- All decorations must be tabletop or free-standing. No decorations are permitted on the walls, windows, draperies or ceilings (no nails, tape or thumb tacks, pushpins, glue, or any other fastening materials that may permanently damage or mar surfaces).
- Following event, all tables must be left free of debris and wiped clean.
- No standing on chairs or tables – Cost for damaged chairs is \$75 and tables \$175.
- No playing on stage – Stage may be used for a DJ or band with prior approval but no items on stage may be used as they are the property of other renters.
- GVPC has the right to charge the Lessee fees for damages incurred during the time of the hall rental. Damage costs must be remitted to GVPC within seven (7) days of rental. If the cost for damages is not received within the above-mentioned timeframe, Lessee will be responsible to pay for any and all legal fees incurred while collecting this debt.
- Lessee and/or caterer must provide own cooking utensils and equipment, including dish rags, towels, dish soap, foil and containers and are not permitted to use and/or remove any equipment currently in the kitchen.
- The property must be left in the same condition which it was found – all maintenance issues must be reported to the onsite Property Manager during event.
- Parking for event is limited to the church parking lot, gravel lot next to parking lot and parking across Butler Plank Road. No parallel parking on Butler Plank Road or behind Church at any time.
- Trash bags will be provided for your event and all trash must be collected and placed into the dumpster behind the church prior to leaving the building. Following an event, all food items must be disposed of properly.

Initial \_\_\_\_\_

- Custodian’s fee (\$50) includes up to 5 hours of service (Custodial fee includes set up of tables and chairs prior to event, break down of tables and chairs after event, sweeping and mopping of all floors and restocking of supplies – renter is responsible to remove all decorations and clean table tops). If additional time is required for set-up and/or clean-up for this event, Lessee agrees to pay \$10 for each additional hour of custodial services. ***If Lessee chooses not to use GVPC custodial services, they will be responsible for their own set up and break down of all tables and chairs, including cleaning of all spillage, sweeping and mopping hall floor, removal of all trash and sweeping of bathroom floors.***
- Property Manager’s fee (\$50) includes up to 5 hours of service (Property Manager’s fee includes unlocking building prior to event, coordination of services to Lessee, locking of building following event, processing of paperwork related to event). If additional time is required to set up event, Lessee agrees to pay \$10 for each additional hour of Property Manager services.
- Any special requests must be made at time contract is signed and noted on page 1 in order to be included in contract terms.
- Any variance from the above mentioned rules and regulations may result in forfeiture of security deposit and possible early termination of event.
- GVPC will not be held responsible for any possessions of the Lessee and/or their caterer. All Items belonging to the Lessee and/or their caterer must be removed on the day of the event.
- \*Cancellation by Lessee – Security deposit will be returned only if cancellation is received in writing at least 30 days prior to date of event. Cancellation by Lessor – Security deposit will be returned in full in the event that Lessor must cancel event due to unforeseen circumstances.

**CATERING SERVICES:**

- Catering services may be provided by separate contractual agreement with, Heavenly Cuisine Custom Catering, or a caterer of your choice. No food preparation can occur without prior payment for use of kitchen and/or contracted caterer. Caterer is responsible to clean kitchen when done.
- Caterer must provide to GVPC with a Certificate of Insurance for \$2,000,000 issued to GVPC 30 days prior to event date.

**Indemnification clause:** It is further understood and agreed between the parties that the rules and regulations controlling the use and regulation of the use of McFadden Hall are incorporated herein and are an integral part of the Agreement.

It is further understood and agreed between the parties that the Lessee shall indemnify and save Glenshaw Valley Presbyterian Church harmless as to any and all claim, action or whatever nature or kind which may arise from the Lessee’s use and beneficial enjoyment of McFadden Hall pursuant to the terms and conditions of this lease.

**NOTES:** \_\_\_\_\_

***I have read, understood, and agree to the terms of this contract:***

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Lessee

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Lessor, Rental Relations Team Member