

St. Nicholas - Facility "Single Event" Usage Agreement

Event request: (*dingfee*) ___ Church Sacrament (\$100) ___ Hellenic Hall (\$100) ___ Both (\$150)

Note: Must be a steward of St. Nicholas GOC if local. If coming from out of town for a sacrament a fee of \$300 is due to the church before the sacrament.

Note: A *cleaning fee* will be required if **either** of the following applies

- The church is used for a sacrament
- Hellenic hall used for serving catered food or food prepared in kitchen for individuals/organization

Name of steward/oorganization: _____ email _____

Home phone _____ Cell phone _____

Date of Event _____ Start time _____ End time _____

Brief description of event _____

Rules and Responsibilities

1. After availability is confirmed, completion of this form is required to book the single event.
2. No security is provided by St. Nicholas Greek Orthodox Church.
3. If you are selling alcohol, you are responsible for obtaining an ABC permit. A copy of the permit must be provided to St. Nicholas prior to start of event. If you are serving alcohol, you are responsible for the safety of your guests and release St Nicholas of all liability acknowledged by your signature.
4. All personal belongings or decorations to be removed prior to the designated end time. Balloons/ decorations to be removed when building is unoccupied, as our security alarm will go off.
5. The kitchen and hall are to be returned to their original state prior to the designated end time. (This includes tables and chairs). All dishes, utensils, pots and pans are to be cleaned properly and put away in the correct place. All trash is to be bagged and placed in the outside dumpster. All plastic bottles (#1-7) are to be recycled. Plastic bottles are not to be placed in dumpster, per NHC landfill requirements.
6. No classrooms other than the nursery can be used, with advance approval. All rooms to remain locked.
7. Absolutely no food is to be left at the church. (Not even left-overs for coffee hour)
8. St. Nicholas is a **smoke free** facility. Absolutely no smoking inside the building.
9. Cleaning fee does not cover any of the above items. Cleaning fee is for post event cleaning only.
10. The Hellenic Center may be decorated up to 4 hours prior to start of event. If no other activities are scheduled the prior day, then the hall may be decorated up to 24 hours in advance of event. No balloons or decorations that may set off the motion detectors will be allowed in advance.
11. The steward needs to be present at the event. The event should not be intended for business profit purposes.
12. A parish council member may access the facility to address concerns or to open and secure the building.
13. Any damages occurring during the event shall be the responsibility of the below signed steward.

Print Name

Signature

Date

For Official Use Only

Processed by _____ (name) Steward/ Organization _____

Cleaner/Contact _____ Phone # _____

Scheduled Time _____ Pmnt. Rec. _____ (amount)

Additional cleaning services included in above amount: