



Event Rental Agreement 2024

Name of Event (hereafter "Event"): _____

Type of Event: _____

Financially Responsible Party or Parties (hereafter "Party/Parties"): _____

Address: _____

Preferred Telephone: _____ E-Mail: _____

Event Date: _____

Setup/decorating Begin Time: _____

Event Start Time: _____

Event End Time: _____

Cleanup/teardown End Time: _____

Rental rates apply from first entrance to last exit.

Rehearsal or Secondary Date(s) (if applicable): _____

Begin Time: _____

End Time: _____

Estimated Attendance: _____

Contract Date: _____

Additional Details: _____

	SELECT ROOM(S)	RENTAL FEE	Total
<input type="checkbox"/>	SANCTUARY (2-hour minimum) (Atrium use 30 minutes before & after – no charge)	\$100.00 / hour	
<input type="checkbox"/>	FRIENDSHIP HALL (2 hour minimum)	\$75.00 / hour	
<input type="checkbox"/>	Classroom (1 hour minimum)	\$50.00 / hour	
<input type="checkbox"/>	Library (1 hour minimum)	\$75.00 / hour	

<input type="checkbox"/>	KITCHEN (This is a warming kitchen only; all dishes, pots and pans, silverware used must be cleaned (dishwasher loaded) disposables must be compostable and/or recyclable.	\$50.00 Use Fee	
<input type="checkbox"/>	Coffee/Tea/Water Set up (includes full set up with cups, tea, sugar, cream, etc.)	\$50.00 for 1 st 50 attenders \$25.00 charge for every additional 50 attenders	
<input type="checkbox"/>	PIANO	\$50.00 Use Fee	
<input type="checkbox"/>	Staff Pianist (piano use fee included)	\$200.00 / hour	
<input type="checkbox"/>	RENTAL MONITOR (required for after hours rentals) 30 minute pre and post- time must be included in total	\$22.00 / hour	
<input type="checkbox"/>	MINISTER	Quote	
<input type="checkbox"/>	AUDIO/VISUAL ENGINEER (required to use in-house system for sanctuary) (2-hour minimum) (30 minute set-up time and 30 minute take-down time must be included in total)	\$50.00 / hour	
<input type="checkbox"/>	Video of Ceremony (from sound booth)	\$100.00 fee	
<input type="checkbox"/>	SET-UP / TEAR DOWN (In house staff time if requested)	\$30.00 / hour / person	
	TOTAL FINANCIAL ESTIMATE	50% Minimum Deposit Required	

We have read and understand the information in the Event Rental Guidelines and Policies document of Unity of Bellevue and agree to abide by the guidelines and policies as described. We have read, reviewed and approved the financial estimate offered herein. We accept responsibility for any additional fees incurred due to changes to the financial estimate offered.

Signature of Financially Responsible Party/Parties

Signature of Financially Responsible Party/Parties

Printed Name of Financially Responsible Party/Parties

Printed Name of Financially Responsible Party/Parties

Dated: _____

Dated: _____

Accepted by Staff Member: _____

Dated: _____