



# Event Rental Agreement 2023

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"/>	<b>KITCHEN</b> (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 <sup>st</sup> 50 attenders \$25.00 charge for every additional 50 attenders	
<input type="checkbox"/>	<b>PIANO</b>	\$50.00 Use Fee	
<input type="checkbox"/>	Staff Pianist (piano use fee included)	\$200.00 / hour	
<input type="checkbox"/>	<b>RENTAL MONITOR</b> (required for after hours rentals) 30 minute pre and post- time must be included in total	\$20.00 / hour	
<input type="checkbox"/>	<b>MINISTER</b>	Quote	
<input type="checkbox"/>	<b>AUDIO/VISUAL ENGINEER</b> (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)	\$125.00 / hour	
<input type="checkbox"/>	<b>SET-UP / TEAR DOWN</b> (In house staff time if requested)	\$30.00 / hour / person	
	<b>TOTAL FINANCIAL ESTIMATE</b>	<i>50% Minimum Deposit Required</i>	

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: \_\_\_\_\_