



TRINITY EPISCOPAL RENTAL AGREEMENT FOR SPECIAL EVENTS

This agreement, made on _____ (today's date) is between _____ (Lessee) and **Trinity Episcopal Parish** (Lessor) for the use of Trinity's property located at **215 St. George Street, St. Augustine, FL 32084** on _____ (event's date) between the times of _____ and _____. The rental fee is \$_____ and includes the use of _____.

A \$100 non-refundable deposit is due at the time of the reservation and the remaining balance of \$_____ is due thirty (30) days prior to the date of the event.

I hereby agree to the policies set forth in the *Facilities Rental Policies and Procedure* and will return the property in the condition as it was prior to the event. I also agree that I will mail the remaining balance of \$_____ along with a \$750 refundable deposit (if no damage occurs) at least thirty days prior to the event.

I will be paying: Deposit \$100 Remaining Balance \$_____ Pay in Full \$_____

Check Enclosed (Returned checks will result in a \$35 fee). Please make checks payable to **Trinity Episcopal Parish** and send payment to 215 St. George Street, St. Augustine, FL 32084.

*Charge my Credit Card in the amount of: \$_____ Visa MasterCard AMEX

***If paying by credit card, I understand that an additional 3.55% fee will be added to the amount charged above to cover the merchant's processing fee.**

I hereby **do not** or **do** give permission to have my credit card charged 30 days prior to the event to pay the remaining, if any, balance. If I do not give permission, I understand that a check will need to be mailed and arrive at least 30 days prior to the event or I will need to complete another authorization form to pay by credit card.

Credit Card #: _____ Exp. Date: _____

Cardholder Name: _____ CVV Code: _____

Cardholder Billing Address: _____

Cardholder Signature: _____ Date: _____

Email Address (to receive receipt): _____



FACILITIES RENTAL POLICIES AND PROCEDURE

1.0 General Policies

1.1 Request and Reservations

- a. Request for rentals must be submitted on the RESERVATION REQUEST form supplied by the Parish Administrator.
- b. Commitments for rental of parish facilities can be made only by the Parish Administrator after approval by the rector or designee.

1.2 Insurance

- a. Use of parish rental facilities will be contingent on the user providing a certificate of insurance naming Trinity Episcopal Parish as an additional insured for the entire time of the event with general liability coverage of at least \$1,000,000.
- b. Use of parish rental facilities will be contingent upon the user ensuring that anyone employed by the user or any entity, such as caterers or musicians, is covered by Florida Workers Compensation Insurance, and user shall provide evidence of same.
- c. Trinity Episcopal Parish reserves the right to cancel the rental if proof of insurance as required in these policies and the rental agreement is not submitted as required by the rental agreement.

1.3 Alcoholic Beverages

- a. Limited to wine and beer only.
- b. User agrees to abide by the laws of the State of Florida, St. Johns County, and the City of St. Augustine when serving alcoholic beverages and renters, as the event host, are responsible for the behavior of their employees and guests in accordance with all applicable laws.
- c. Users shall put in place a process which ensures that alcoholic beverages are not served to those not of legal age.
- d. Non-alcoholic beverages must be equally available and must be displayed as prominently and served as attractively as the alcoholic beverages served.

1.4 Decorations



- a. Nothing shall be fastened, taped, stapled or in any other way affixed to any part of the interior or exterior of the building.
- b. Users shall submit decorating plans and a room setup schematic to the Parish Administrator at least ten (10) business days prior to the event.
- c. Pyrotechnic special effects may not be used under any circumstances inside or outside of the building or anywhere on the parish campus including the parking lots.
- d. Candles, if used, must be contained or dripless.
- e. Smoking is not allowed in any part of any building on the parish campus.

1.5 Building Management and Supervision

- a. The user shall be responsible for supervising the event, event guests, event employees and hired entities such as, but not limited to, caterers, musicians, and photographers.
- b. Trinity Episcopal Parish shall provide a building supervisor or management representative on site during the event and event setup. Keys will not be provided to users.
- c. The Trinity Episcopal Parish building supervisor or management representative shall have access to the event at any and all times to represent the parish interest and due care of parish property.
- d. Use of the facility shall be limited to that rented and the rest of the parish campus shall be off limits to all event guests except for necessary ingress and egress.
- e. Church property, such as tables and chairs, may not be removed from the building except with the prior approval of building management.
- f. Building thermostats may not be changed and movable partitions may not be moved except by the onsite building supervisor.

1.6 Photography

- a. In the event that photos are taken, user agrees to share any and all images requested that are taken of the hall itself for marketing purposes.

2.0 Standards of Use

2.1 Food Preparation

- a. All food preparation, on site or off, must be prepared and served under the supervision of a certified Florida Food Safety Manager in accordance with Florida Statutes Section 500.12(6).
- b. User shall provide a copy of the food safety managers' certificate at least ten (10) business days prior to the event to the Parish Administrator.
- c. All caterer employees hired by user shall be certified as food handlers in accordance with Florida Statutes Section 509.049 and must be able to present evidence of same on demand from building management.



2.2 Caterer Kitchen Use and Cleaning

- a. Users shall coordinate an onsite kitchen use orientation between caterer and the Parish Administrator no later than five (5) days before event.
- b. Caterers using the kitchen shall provide a supervising employee fully trained on the use of commercial kitchen equipment provided by Trinity Episcopal Parish and shall certify same to building management in writing no later than five (5) days before the event.
- c. Caterers using the kitchen, and the user shall ensure that all food and caterer's equipment is removed from the building prior to the event end time specified in the rental agreement.
- d. Caterers using the kitchen, and the user shall ensure that all trash generated by the caterer is removed from the building and placed in the dumpster prior to the event end time specified in the rental agreement.
- e. Users shall ensure that all kitchen equipment used is thoroughly cleaned and sanitized before the event end time specified in the rental agreement or as provided in the rental agreement additional terms.
- f. Users shall ensure that the kitchen and the facility used shall be returned to the same state of order and cleanliness as found upon building first check in (usually the start of set up time).
- g. Users shall ensure that any equipment or furnishings delivered by the user or a third-party vendor which cannot be reasonably removed at the end of the event are removed at the earliest possible time on the next business day after the event no later than 12:00 Noon.

2.3 Limited Kitchen Use and Cleaning (Limited Kitchen Use rentals)

- a. Access to the kitchen is limited to minimum food preparation for serving with the following equipment available as indicated:
 - 1). Sink
 - 2). Refrigerator (while safeguarding stored parish food supplies).
 - 3). Coffee Pots 4). Ice Maker
 - 5). Dishwasher
 - 6). Stove and Ovens for food warming only
- b. Caterers using the kitchen, and the user shall ensure that all food and caterer's equipment is removed from the building prior to the event end time specified in the rental agreement.
- c. Caterers using the kitchen, and the user shall ensure that all trash generated by the caterer is removed from the building and placed in the dumpster prior to the event end time specified in the rental agreement.
- d. Users shall ensure that all kitchen equipment used is thoroughly cleaned and sanitized before the event end time specified in the rental agreement or as provided in the rental agreement additional terms.



- e. Users shall ensure that the kitchen and the facility used shall be returned to the same state of order and cleanliness as found upon building first check in (usually the start of set up time).
- f. Users shall ensure that any equipment or furnishings delivered by the user or a third-party vendor which cannot be reasonably removed at the end of the event are removed at the earliest possible time on the next business day after the event no later than 12:00 Noon.

2.4 Entertainment

- a. Users may provide entertainment at events providing that it is not profane or lewd and does not disturb the peace as established in the ordinances and regulations of the City of St. Augustine.
- b. Users may not provide entertainment which may injure the reputation, dignity or standing of Trinity Episcopal Parish, the sole interpretation of such lies with the onsite parish representative(s).

2.5 Audi-Visual Equipment

- a. Trinity Hall provides access to a sound system for voice presentations and computer projection equipment at no additional charge to users.
- b. Coordination for use and location of the audio-visual equipment must be coordinated in writing with the Parish Administrator at least five (5) days before the event.

2.6 Parking Lot

- a. The parking lot may be reserved for Trinity Hall events rented at a minimum of four hours at no additional costs (parking lot included in event rent).
- b. Parking lot reservations may be cancelled on short notice (usually at least 48 hours) if the parish must schedule a funeral.

3.0 Facilities Rental Fee Schedule: for current fee schedule, please contact the Parish Administrator or visit www.trinityepiscopalparish.org/rentals.