



# RENTAL AGREEMENT FOR PRICE HALL

(Maximum Hall Capacity: 120 individuals)

**Cold Spring Presbyterian Church**

**609-884-4065** (Office Hours: 9-1 M-F)

**780 Seashore Road • Cold Spring, NJ 08204**

Applicant (Organization) Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Phone number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email \_\_\_\_\_ Website: \_\_\_\_\_

Event Name or Type \_\_\_\_\_ # of Guests \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(If Using A Caterer: Caterer Name: \_\_\_\_\_ Contact Number \_\_\_\_\_

## Price Hall Rental Use Fees

**BASE USE FEE:** \$ \_\_\_\_\_ (\$400) \*Security Deposit \$ \_\_\_\_\_ (\$200)

**Are Our Kitchen Facilities Needed?** (Yes or No) \_\_\_\_\_ (If Yes, add \$150 to Base Use Fee)

**Are Our Dishes and Dishwasher Needed?** (Yes or No) \_\_\_\_\_ (If Yes, add \$150 to Base Use Fee)

**Total Due \$** \_\_\_\_\_

\*Security Deposit is due upon signing and will be refunded to applicant approximately two weeks after the event, less any damages caused by the applicant or their guests, excluding normal wear and tear. If there is any damage that exceeds the security deposit, applicant will be billed. Please note the Cancellation Policy below.

Please provide 50% of Total Due deposit by check to Cold Spring Church, 780 Seashore Road, Cold Spring, NJ 08204, along with this completed application, to secure your date. If organization is a registered nonprofit, a discount of 10% may be applied to the use fees only.

### CANCELLATION POLICY:

If applicant cancels in writing prior to 60 days of event, all funds will be refunded.

If applicant cancels in writing between 30 and 60 days of event, security deposit will be forfeited and all other funds will be refunded.

If applicant cancels in writing within 30 days of event, all funds paid on account will be forfeited.

**Applicant initials** \_\_\_\_\_

**INSURANCE:**

In addition to the rental fee, a \$1,000,000 (\$2,000,000 if alcohol is served) liability event insurance policy is required. The named certificate holder is Cold Spring Presbyterian Church, which must be shown on policy endorsement. Proof of coverage must be provided to the Church prior to the event.

**GENERAL RELEASE AND INDEMNIFICATION:**

The undersigned in consideration for the use of The Price Hall building and property as scheduled, hereby releases Cold Spring Presbyterian Church, its employees, and any members from any and all liability associated with the applicant's proposed use of the building and grounds. The Applicant recognizes its responsibilities for the care and safety of all persons who will be in and about the building and property. The Applicant also recognizes its full responsibility for the care and cleanup of the building and property, along with securing any necessary permits and insurance as required.

**PRICE HALL REGULATIONS:**

**NO SMOKING** is permitted in the building. Smoking is permitted outside only.

**TRASH and RECYCLING** must be separated, removed from the building and placed in the appropriate bins in the rear of Price Hall.

**KITCHEN** is only to be used with prior approval and instruction.

**DECORATIONS** may be used but must be removed at end of event. Please do not put additional hooks, nails, etc., in the walls or woodwork.

**TENTS** must be approved prior to the event and Applicant is responsible to obtain any necessary permits from the Township of Lower if applicable.

**HEAT and AIR CONDITIONING** thermostats are to be set as instructed upon leaving. Lights and ceiling fans are to be turned off when leaving the building.

**TABLES and CHAIRS** are to be moved back to their original positions.

**KEYS** are to be returned to Church Office.

**THANK YOU** for choosing PRICE HALL for your event.

By signing below, Applicant signifies that he/she has read and understands this agreement, and further agrees to abide by its terms. This written agreement supersedes any previous written or verbal agreement.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Church Representative Date

**For Church Use Only:**  
Security Deposit Rec'd \_\_\_ Amt \_\_\_ Rent Rec'd \_\_\_ Amt \_\_\_ Security Dep Refunded \_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_