

TRINITY EVANGELICAL LUTHERAN CHURCH

LUTHER HALL RENTAL CONTRACT

Trinity Evangelical Lutheran Church (Lessor) agrees to rent its hall located at Third and Iron Street, Lehigh, PA 18235 to:

Organization: \_\_\_\_\_ (Lessee)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Luther Hall is to be rented on (date) \_\_\_\_\_ with set up no earlier than \_\_\_\_\_ on day of rental. Event will begin at (time) \_\_\_\_\_ and premises will be vacated by (time) \_\_\_\_\_.

Explain the nature of your function and activities to be held. (Trinity reserves the right to refuse rental if the event is not approved.)

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Number of Guests: \_\_\_\_\_ (Maximum 120)      Use of Kitchen       Stove

In consideration of the use of premises, Lessee agrees to:

- Pay a \$50.00 security deposit to reserve the date of the event. (refundable if cleanup is satisfactory and there has been no damage to church property)
- Pay for the rental of Luther Hall, as follows:
  - \$100.00 for Church Members
  - \$200.00 for Non Members

**NOTE:** All deposits are fully refundable if requested 60 days or more in advance of the reserved date. No refunds will be made for cancellations made within 60 days of the event.

- Make out checks to Trinity Evangelical Lutheran Church
- Observe all city, county, state and federal laws and ordinances, including, but not limited to fire, health and safety requirements. Any penalty assessed against Lessor for the violation of such ordinances or laws while Lessee is using the premises under this Rental Agreement will be charged to the Lessee. **NO WEAPONS, ALCOHOL OR ILLEGAL SUBSTANCES ARE ALLOWED ON PREMISES.**

- Leave the rented facilities neat and clean and free of materials that were brought in for the event. This includes the removal of all left-over food from counters and refrigerators. Restroom facilities in the immediate area must be checked and cleaned as necessary. All trash must be gathered and placed in the receptacles provided. All decorations must be removed, and parking areas left free of trash. Nails, thumbtacks or any items that may cause damage may not be used to attach decorations to walls.
- Assume liability for any theft or damage to the premises and/or property, arising from the negligence of Lessee or Lessee's patrons, clients, friends, invitees, or others whom the Lessee permits to come on the premises.
- Assume liability for any and all personal injuries sustained on the premises as a result of Lessee's use of the premises.
- Discharge, release and hold harmless the Lessor, Lessor's employees, and their successors and assigns, from debts, claims, and demands, costs, expenses, damages, actions and causes of action, brought forth from the Lessee, and any persons the Lessee permitted on the premises.
- Limit guest access to the areas of Luther Hall that are included in this rental agreement (e.g., , bathrooms and kitchen facility.) In particular, access is not allowed to stage area, church basement, sanctuary, or other areas not specifically included in this agreement.
- Abide by the Church's non-smoking policy.

\_\_\_\_\_  
Authorized signature for Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative for Trinity

\_\_\_\_\_  
Date

# Luther Hall Rental Clean-Up Checklist

All events held in Luther Hall must include a plan for disposal of left-over food, identifying those responsible for clean-up, and a plan for returning the room or hall to its pre-event configuration. Before you and your party leave the premises, it is the responsibility of the renter to make sure that our facility is clean and restored to the original room configuration.

## Options for food disposal:

- Event attendees/organizers can package the left-over food and take it with them, or throw it out.
- *Prior to event*, call Family Promise at (610) 379-4757 and arrange for them to pick up food.
- Food can be packaged and taken to shut-ins or someone who needs it.
- *With prearrangements* through Church Office, food can be packaged and left for staff members of Trinity's Pantry, Thrift Store or church groups.

**NOTE:** Any food left in refrigerators will be thrown out each Friday morning.

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## Certification:

- Food has been removed from refrigerators, and any spills cleaned up
- Kitchen countertops were cleaned and all containers removed
- All utilized church equipment (e.g., pots/pans/silverware/trays) have been washed and returned to where they are stored
- All tables and chairs were put back the way to the original room arrangement

\_\_\_\_\_  
Signature of person in charge of clean-up

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Trinity Sexton or representative

\_\_\_\_\_  
Date

**NOTE:** To ensure prompt reimbursement of your security deposit, this form **MUST** be signed and returned to the Church Office after your event.