

Emmanuel Episcopal Parish of Orcas Island

Facility Rental Agreement

Please complete and send along with deposit to:
 Emmanuel Episcopal Parish of Orcas Island
 PO Box 8 Eastsound, WA 98245
 360.376.2352

Date of Application		
Date of Event		
Time of Use	From:	To:
Facility to be Rented	Parish Hall	Benson Room
Name of Applicant		
Address		
Phone		
Email		
Second Contact Person		
Phone		
Email		
Organization Name (if applicable)		
Type of Event		
Food Served?	Yes	No
Wine/Beer served?	Yes	No
Live Music?	Yes	No
Kitchen Needed?	Yes	No
Estimated Number of Guests		
Name of Caterer (if any)		
Phone		
Name of Person Responsible for Cleaning Arrangements		
Phone		
Rental Fee and/or Deposit	\$	

Rules for Use

1. Capacity of the Parish Hall – 150. Table seating for 80
2. Capacity of the Benson Room _____
3. All facilities must be left in as clean a condition as they were before the event started. Person responsible for cleaning must complete and sign cleaning checklist. Cleaning and trash removal shall occur on the same day as the event.

4. All Facility equipment must remain inside.
5. All Facility furniture must be returned to its original location.
6. No amplified music is permitted.
7. Rental/Deposit fees must be paid in full prior to obtaining access to the Facilities for set up.
8. Facilities will be inspected after use. Security deposit will be used if additional cleaning or repairs are required. If deposit is insufficient to cover additional cleaning or repairs needed, Applicant will pay any such additional costs.
9. Parking is limited. Please respect private parking lots.
10. In the event alcoholic beverages will be served, Applicant must provide Emmanuel prior to the event with a certificate (proof) of insurance coverage for alcohol liability, naming Emmanuel as a co-insured. This insurance coverage most often is in the form of a rider to the Applicant's homeowner's or renter's insurance policy or to the caterer's insurance policy.

By my signature below, I acknowledge that I have read the terms of rental and the rules and agree to abide by them and, to the extent permitted by law, I agree to hold harmless Emmanuel Episcopal Parish of Orcas Island, its agents and employees and to waive all claims for damages to people, property, government charges or fines and costs (including reasonable attorneys' fees) connected with the use of the Parish Hall or the Benson Room.

Signature of Applicant _____ Date _____