

Armenian Church of Our Saviour

87 Salisbury Street ~ Worcester, MA 01609

CULTURAL CENTER RENTAL APPLICATION

FOR USE OF CULTURAL CENTER AT 34 Boynton Street, Worcester FACILITY & EQUIPMENT

RULES AND REGULATIONS

1. At least ninety (90) days' notice is required in writing in order to cancel any scheduled rental, subject to a forfeiture of deposit.
2. One half of the rental fee is due within ten (10) days of the receipt of your acceptance letter.
3. Balance of the rental fee, security deposit, payment for Security Guards and payment for rental items (if any) are due fourteen (14) days prior to rental date. Contact person several days before rental is the rental monitor who's name & cell number will be supplied when balance is paid. The rental office is open Monday – Friday, 8:30am – 4:30pm and closed on Saturdays and Sundays. DO NOT CALL THE OFFICE ON THE WEEKEND, CALL THE RENTAL MONITOR.
4. If attendance is exceeded by more than 20% over approximate attendance listed on contract, we have the right to keep all or portions of your security deposit to cover the additional janitorial services based on time needed to clean up.
5. *The security deposit is a refundable deposit*, however the Armenian Church of Our Saviour may retain the security deposit or a portion for violation of any of the following reasons:
 - ❖ Damage to building, equipment, property or excessive cleaning required
 - ❖ Arriving earlier than what was stated on the contract or failure to leave the building at the scheduled time, including caterers or any part or your party
 - ❖ Use of rooms in the facility that have not been rented
 - ❖ Misrepresentation of the organization or the type of activity scheduled
 - ❖ Cancellation of the event less than thirty (30) days prior to the scheduled event
 - ❖ Failure to remove all rental equipment from the facility by the end of the schedule rental time (\$50 per day retention deposit)
 - ❖ Use of equipment not in rental contract
 - ❖ Violation of contract rules and regulations
 - ❖ Failure to remove all articles from refrigerators and freezers
 - ❖ Any decorations left hanging in the facility ceiling, walls, etc.
 - ❖ Loss/damage of any equipment including, chairs/tables, provided by the Armenian Church of Our Saviour
 - ❖ All children must be supervised at all times. Damages that incur will be the sole responsibility of the renter
 - ❖ No vehicles allowed on the Boynton Street courtyard. Deliveries must be made from the Dean Street parking lot. Entrance through the steel door.
6. The renter will be charged a fee of \$150.00 to be deducted from the security deposit if the number of guests increases after application is approved unless the renter notifies the Cultural Center rental office of the increase at least fourteen (14) days before the rental event.
7. Renter agrees to maintain a proper and orderly function and to pay for off-duty security. Cost for Police officer coverage is \$300.00. **Police are required for all events.**
8. The renter agrees to vacate the premises at the hour specified in the application. **Under no circumstances may ANYONE other than Armenian Church of Our Saviour staff members be on Church property after the end time on the application...NO EXCEPTIONS!** The renter agrees to start breaking down one half hour before the end time on the contract and will be charged \$50 for every 15 minutes after the time specified and agreed to on the rental application.

9. **FOOD/BEVERAGES served will come to an end 45 minutes before closing time on application. *NO SMOKING PERMITTED INSIDE THE CULTURAL CENTER.* Please use receptacles provided for smoking just outside the doors of the center. **NO ALCHOLIC BEVERAGES AND/OR FOOD ARE TO BE TAKEN BEYOND THE HALL EXIT DOORS OR OUTSIDE OF THE BUILDING.** *Failure to comply may result in forfeiture of Security Deposit.***
10. Caterer/renter must leave kitchen and facility clean as described in Caterer/Kitchen Responsibilities accompanying acceptance letter or the **\$175.00 will be deducted from the security deposit for the cleanup process after the rental. All ovens and stoves must be shut off before leaving.** Caterer must dispose of all food related rubbish bags by removing them from the kitchen and placing in the dumpster located outside in the back-parking lot. Propane tanks are not allowed inside the building.
11. Dispensing of alcoholic beverages must be in compliance with local ordinances. **CANNED BEER ONLY, NO BOTTLED BEER ALLOWED. NO LIQUOR SALES ALLOWED. Bartender must dispose of all drink related items and liquids into garbage bags provided and disposed of** in the dumpster located outside in the back-parking lot.
12. The renter recognizes that the use of the facility is for the hours stated in the approval letter.
13. **Damage of kitchen equipment will be charged at double the replacement cost. NO GREASE IS TO BE POURED INTO ANY KITCHEN SINK.** All such damage must be reported to the Office. Please call the Church Office at 508-756-2931 to make this report.
14. UNDER NO CIRCUMSTANCES ARE EXIT DOORS TO BE OBSTRUCTED IN ANY WAY. THIS IS THE LAW.
15. Renter agrees to use the facilities only for the purposes stated in this application. **Renter shall be responsible for loss or damage caused by renter, guests, caterer, and musicians to equipment and facilities. Renter further agrees that renter, caterer, band or guests will not be allowed to set up tables.** All floor plan set ups are done by the Armenian Church of Our Saviour's custodian prior to rental event. If floor plan is not as requested by renter, the rental liaison ONLY will make the proper adjustments during the rental event.
16. Use of the VIP room is allowed **ONLY** for Wedding Receptions. **NO EXCEPTIONS!**
17. **Decorations are allowed provided there is no damage to walls or ceilings. NO THUMB TACKS, SCOTCH OR DUCT TAPE ALLOWED. Decorations** shall be dismantled immediately after use and disposed of by the renter. Candles must be contained in glass holders. Rubbish bags and barrels will be provided to dispose of decorations, empty soda & liquor bottles/cans, paper goods, etc. **Any items left behind will be disposed of after the rental.** Cleaning and vacuuming will be done by on-site custodian.
18. A representative of the Parish Council or employee of the Church (rental monitor) shall be present during the hours that the facility is in use. **Security detail will be present the last four hours of the event.**
19. Gambling is prohibited. The Parish Council may approve games involving no exchange of money.
20. The Parish Council has the right to accept or reject any or all applications and may cancel any application by giving seven (7) days written notice without being held responsible for any loss, damage or inconvenience.
21. The Armenian Church of Our Saviour does not assume any responsibility for loss, damage, or injury to any personal property or persons using the facilities or parking facilities.
22. Vehicles are prohibited from parking on the front courtyard. **NO EXCEPTIONS!**
23. **With the signing of the attached application as well as this sheet, the renter acknowledges RULES AND REGULATIONS have been read and agrees to comply. Renter will receive a copy of this form.**

Signature: _____

Date: _____