

Church at
Stony Hill



Banquet Room Rental Contract

Name: _____

Address: _____

Phone#: _____ Email: _____

Date of Event: _____ Time: (From) _____ (To) _____

Type of Event: _____ Number Attending: _____

Rental Charges: Banquet Room..... \$ _____
(\$300 for 2-4 hours OR \$400 for 4-6 hours – hours include setup/cleanup)
Kitchen facilities..... NC
Additional Foyer Space.....\$75.00..... \$ _____
Grounds Rental.....\$25.00....(in addition to room)... \$ _____
Fireplace.....\$25.00..... \$ _____
Refundable Security Deposit..... \$100.00
Total Rental Charge (Banquet Room + Other/Misc).... \$ _____

Rental Deposit due on signing (1/2 Total Rent + Security Deposit)..... \$ _____

Balance due 14 days prior to event..... \$ _____

Refundable security deposit..... (Refunded within seven business days after event)

Cancellation Policy:

If you cancel 60 days prior to event we will refund the deposit less a \$100 cancellation fee.

Circle type of payment: Cash Check Money Order

Circle one: Church member Non Church Member

The Church at Stony Hill agrees to the above quote.

SHC Representative: _____ Date: _____

We accept the terms and conditions as herein quoted.

Accepted Lessee: _____ Date: _____

Printed name: _____



*With Alcohol – an additional **\$100.00** is due on the day of the event (a police officer is required for alcohol consumption @ \$25.00 per hour – minimum is 4 hours). The Lessee is responsible for payment to the officer at the end of the event.

Insufficient clean up or any damage to Church at Stony Hill property will result in forfeit of security deposit. Clean up includes any food items or decorations Lessee provided as well as any debris on carpet or floors. ***Please read Rules to Follow.***

The Lessee has received a copy of the entire rental agreement (2 pages) and the “Rules to Follow form”.

Please initial_____

Given by the SHC representative_____

Date_____