

# Mar Thoma Church of South Florida

## Hall Rental Application

Name of Lessee (Individual or Business): \_\_\_\_\_

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

Contact Person Name: \_\_\_\_\_ Position \_\_\_\_\_

Phone #: Home/ Office \_\_\_\_\_ Cell: \_\_\_\_\_

E Mail 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Proposed date of Event: \_\_\_\_\_ Time of event: From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

(If this date is not available, any other dates) \_\_\_\_\_

Do you require additional time for set up for a fee? \_\_\_\_

Give Details/When \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Do You need our PA system for an Additional fee: Yes/ No

All applicants must complete the Hall Rental Application Form and should pay the deposit to determine eligibility to reserve and confirm availability of the proposed date with the facility calendar. Mar Thoma Church Hall rental Committee reserves the right to deny usage to any organization and/or groups or individuals without assigning any specific reasons.

Note: Alcoholic beverages are strictly prohibited inside the building.

Rental Charge (Member/ Non-member) (4 hours-including set-up time) \$400 without food/\$500 with food // (Church members \$100 discount)	\$
Additional Time cost (\$50/hr.)	\$
Sales tax 7%	
Utility charge (\$75 for 3 hrs., \$25 extra per hr. for additional time- No fee for 1 hr set up time)	
PA System (\$250.00)	
Custodian/cleaning (\$75 for 3 hrs., No fee for 1 hr set-up time \$25 extra per hour)	
Deposit Paid \$250. With PA system \$500	\$
Total Due	\$
Paid Now	\$
Balance Due 5 days prior to the Event	\$

Proof of Liability Insurance provided- Yes /NO

(Mar Thoma Church of South Florida as additional insured (\$1,000,000))

I /We agree to comply with the facility rental agreement that is attached with this application form.

Name of the Applicant: \_\_\_\_\_ Signature \_\_\_\_\_

Church Official Approval: Yes /No

Name/Position: \_\_\_\_\_ Signature \_\_\_\_\_

Name/Position: \_\_\_\_\_ Signature \_\_\_\_\_

(Original application for the church file and copy to lessee) Updated: 9/2015, 6/2023