

**Unitarian Universalist Congregation of Grand Traverse**

6726 Center Road, Traverse City, MI 49686  
 Phone: (231) 947-3117 Fax: (231) 947-0726 (call first)

**STANDARD RENTAL CONTRACT - Effective September 1, 2016**

Please fill out the following and return to UUCGT, Attn: Office Administrator  
**To confirm & hold the date, the security deposit must be included with this signed contract**

TODAY'S DATE \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

FOR: \_\_\_\_\_ One Time Only \_\_\_\_\_ Days \_\_\_\_\_ Weeks \_\_\_\_\_ Months \_\_\_\_\_ Day of the Week

If Religious Service, Name of Officiant \_\_\_\_\_ Affiliation \_\_\_\_\_  
 (All Religious Services must be approved by the UUCGT Board, and a copy of the Order of Service is to be attached to this Contract)

If Rehearsal: Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours: \_\_\_\_\_

NAME OF RENTER / GROUP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HM PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ACCESS TIME: From \_\_\_\_\_ To \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

EVENT TIME: From \_\_\_\_\_ To \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

REFRESHMENTS SERVED?  YES  NO

PERSON RESPONSIBLE FOR CLEANUP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Area	Open rate (for-profit, Non-member)	Non-profit \$ charged or collected	Non-profit, non-member, free admission*	UUCGT Member (Private/ personal event)
Classroom	\$35 per hour	\$30 per hour	\$25 per hour	\$20 per use
Sanctuary	\$55 per hour	\$50 per hour	\$35 per hour	\$30 per use
Social Hall	\$45 per hour	\$40 per hour	\$30 per hour	\$30 per use
Social Hall & Kitchen	\$55 per hour	\$50 per hour	\$35 per hour	\$35 per use
Sanctuary, Social Hall and Kitchen	\$95 per hour	\$90 per hour	\$55 per hour	\$40 per use

\*Non-profit, free admission group rental of over 8 hours will be 50% off of posted per hour rate.

Area Rented: C S SH SH/K S/SH/K Rate: O NP\$ NPF M Hours \_\_\_\_\_ Total \$ \_\_\_\_\_

**COMPLETE REMAINING INFORMATION ON BACK**

**SPECIAL ARRANGEMENTS**

**SANCTUARY (Capacity 200) & SOUND SYSTEM**

Chairs, Stage and Piano may be moved with permission from the Office Administrator. This should be discussed at scheduling. The Sound System may be arranged for use to be operated by Congregation personnel. There is a **\$100 minimum charge** for 3 hours and an additional \$20 per hour charge for each additional hour.

**SOCIAL HALL – Capacity 86**

Hall can be divided into 4 sections. Circle size needed and layout (see map).

¼ Social Hall                      ½ Social Hall                      ¾ Social Hall                      All Social Hall

Number of Tables Requested \_\_\_\_\_ (11 available seating 8 each)

Number of Chairs Needed \_\_\_\_\_ (90 stacking / folding available)

**KITCHEN**

Contains residential kitchen appliances with limited refrigerator space. Circle or describe use.

Beverage/Snacks              Meal Served                      Food Prepared on Site              Food Brought In

Food Catered              Caterer Name \_\_\_\_\_

**TERMS**

- **A security deposit of \$50 is due with this returned contract (deposit check will be shredded or returned if building is left in good condition; if there is any damage or maintenance needed after rental, the deposit will be used towards the repair cost).**
- **The TOTAL Rental fee (not the balance remaining after the security deposit) is due 7 days before the rental date. After the event, the security deposit check will be shredded, if eligible, unless instructed otherwise by Renter.**
- **Access to the building will be provided prior to the event by the Office Administrator.**

**THIS CONTRACT WILL BECOME EFFECTIVE UPON RECEIPT OF:**

- **Rental fee and a copy of this Contract / Hold Harmless Agreement signed by both parties.**

**CONTRACT AND HOLD HARMLESS AGREEMENT**

The undersigned (representing the Renter) agrees to the terms of this Standard Rental Contract and the terms of the Rental Policy. Renter assumes all liability for accident, personal injury, property damage or theft of property which may result from the Renter’s presence at the Unitarian Universalist Congregation of Grand Traverse, at 6726 Center Road, Traverse City, Michigan, 49686. The Unitarian Universalist Congregation agrees to provide the facilities as outlined above for a scheduled event on: (Date) \_\_\_\_\_

Renter does hereby agree to HOLD HARMLESS the Unitarian Universalist Congregation of Grand Traverse from any and all liability and responsibility for any injuries and/or accidents in connection with the event which may occur by/to guests or hosts while attending said event.

Renter does hereby agree to be responsible for the conduct of the hosts and guests at the said event.

Renter or Renter Representative \_\_\_\_\_ Date \_\_\_\_\_

UUCGT Representative \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

KEY/CODE # \_\_\_\_\_ Issue Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Walk-through Date: \_\_\_\_\_

SECURITY DEPOSIT \$50              Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Security Deposit Refund: \$ \_\_\_\_\_ Date Returned/Refunded: \_\_\_\_\_ Check Shredded:    Yes    No