

East Side Lutheran Church Rental Agreement

Name _____ Activity _____

Address _____ City _____ State _____

Phone _____ Email address _____

Rental Date(s) _____ Time(s) _____

Number of people expected _____

Space rented: (Circle all that apply)	Sanctuary	Fellowship Hall	Barn
	Basement	Conference Room	Kitchen

Will the event be catered? Yes/No Caterer _____ Phone# _____

Checklist of things needed:

_____ Sound person	_____ TV/DVR
_____ Piano	_____ White board
_____ Tables for serving/eating	_____ Other

- If not using kitchen, group will provide all paper products for serving including plates, silverware, napkins and decorations.
- Coffee provided. Church coffee cups and glasses may be used.
- Group may come into the church to decorate and bring food one hour before function and one hour after function for cleanup.

Fees

(Rental fee exemptions: baptism receptions & worship services.
Freewill donations welcome. Other fees still apply.)

Rental: \$100.00 per day _____

Security: \$30 per hour times hours needed _____

Sound person (if needed): \$75.00 _____

Kitchen (if needed): \$50 _____

Total fee due: _____

Your name printed

Your signature

Date

For Office Use Only

_____ Payment Received _____ Date _____ Initials

_____ Key Issued _____ Date _____ Initials

_____ Key Returned _____ Date _____ Initials