



## Holy Trinity Greek Orthodox Church

80 Water St – POB 236

Danielson, Ct 06239

Phone: 860.774.6245

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### Hall Use Agreement

PLEASE NOTE: SPONSOR MUST READ AND AGREE TO THE FOLLOWING BEFORE COMPLETING THIS AGREEMENT:

- SMOKING ANYWHERE WITHIN THIS FACILITY IS STRICTLY PROHIBITED.
- USE OF THE HALL BY THE SAME SPONSOR WILL BE LIMITED TO TWO (2) EVENTS PER YEAR.
- THE HALL CAN BE USED BY A CHURCH MEMBER (SPONSOR) FOR USE BY HIS/HER IMMEDIATE FAMILY LIMITED TO: CHILDREN, BROTHERS, SISTERS, NIECES, NEPHEWS, AND GODCHILDREN.
- THE SPONSOR IS SOLEY RESPONSIBLE FOR ENSURING THAT THE COMMUNITY CENTER IS LEFT IN THE CONDITION PRIOR TO USE.
- THE CHURCH PARISH COUNCIL RESERVES THE RIGHT TO ACCEPT OR REJECT ALL HALL USE APPLICATIONS AT THEIR DISCRETION.
- LIQUOR WILL NOT BE SOLD IN THE COMMUNITY CENTER. WINE AND BEER ARE THE ONLY ALCOHOLIC BEVERAGES TO BE SERVED.

Sponsor agrees to all the above by initialing here. \_\_\_\_\_

Please note that the hall will not be available on Sundays until after 1:00

***It is the intent of this document to ensure that the best interests of the church will be upheld in a fair and equitable manner, and that the church property will be maintained in its present condition.***

- I. Building Caretakers, Overseers:
  - A. Physical structure and contents
  - B. Church property
  - C. Security-supervision of events
  - D. Addition of security system
  
- II. General Cleaning (maintenance)

The undersigned does hereby rent the Hall and the Kitchen located in the Hellenic Center of the Holy Trinity Greek Orthodox Church of Danielson, Ct., 80 Water Street, for the date of the event indicated below, all in accordance with the terms, provisions, and charges set forth in the

"Rules, Charges, etc., applicable to the Church Hall and Kitchen" attached hereto and agrees as follows:

Date of the event:

Nature of event:

Name, address, and phone number of Caterer if any:

Sponsor's Costs:

Hall Use Fee:	
Parishioner Use of Kitchen:	
Cleaning cost (if applicable):	
Caterer Fee:	
Refundable Security Deposit:	\$ 250.00 *
<b>Sponsor's Total Cost</b>	
*Security deposit will be refunded upon satisfactory inspection of the facility following the engagement.	

Sponsor or authorized representative

Print or type above name

Signed this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Name, address and telephone number of Sponsor if an Organization

Accepted by the Church as of the date of the Sponsor's signing. Church acknowledges receipt of all applicable fees.

Designated Parish Council Member

**The Holy Trinity Greek Orthodox Church of Danielson Rules, Costs, etc.  
Applicable to the Church Hall and Kitchen**

1. AS TO THE KITCHEN: FULL USE OF THE KITCHEN INCLUDES:

- A. Use of Convection oven
- B. Use of gas ranges and ovens
- C. Use of kitchen tables
- D. Use of dishwashing equipment
- E. Use of coffee brewing machines
- F. Use of garbage cans and dumpsites for trash
- G. Use of refrigerators

2. COSTS (IN ADDITION TO THE SECURITY DEPOSIT)

	Hall use cost	Partial use of kitchen not using ovens, range, dishwasher	Full use of kitchen with or without caterer
Church & Affiliated Organization (Philoptochos/GOYA/YAL)	\$ 250.00	\$ 75.00	\$ 200.00
Fraternal Organizations )AHEPA, DOP, etc.	\$ 250.00	\$ 75.00	\$ 200.00
Parishioners (Baptisms, Wedding Receptions, Makaria, Showers, Memorials, etc	\$ 250.00	\$ 75.00	\$ 200.00
Coffee hour (defined as "immediately following Divine Liturgy" and for the entire community).	\$ 30.00	\$ 75.00	\$ 200.00

3. ADDITIONAL SET UP DAYS WILL INCUR A COST OF \$ 50.00 PER DIEM

4. HALL USE AGREEMENT

- A. Each Sponsor shall pay all applicable fees at the time of booking.
- B. Hall will be held for a period of (10) calendar days from the point of contact to make payment of all fees. Failure to do so will result in the cancellation of reservation.
- C. If a Sponsor cancels an event, said Sponsor can make a request for the refund of fees paid. Refunding of any or all fees is at the discretion of the Parish Council. Each request will be addressed on an individual basis.
- D. Caterer is to have all necessary insurance and permits required by law i.e.. Serve safe, certified employees will be on premises throughout the time of the function as required by law.

5. HOURS

- A. 12 hours total: 4 prep-6 event-2 cleanup
- B. Each additional hour: \$ 50.00

6. BAR

- A. The sponsor will provide all complimentary beverages for functions. PLEASE NOTE: SPONSORS WILL NOT SELL ALCOHOLIC BEVERAGES DURING FUNCTIONS. LIQUOR WILL BE RESTRICTED TO BEER AND WINE ONLY.
- B. Sponsor must use Church Center stemware unless there is something specific used for a purpose (champagne, toast glasses, etc).

## 7. CLEANING

- A. Cleaning of the hall and the kitchen is the Sponsor's responsibility.
  1. Removal of all food, bottles, paper goods, garbage, and other debris from the tables and floor of the Hall and Kitchen.
  2. Storage of all garbage and other debris in plastic bags and removal to a dumpster.
  3. Cleaning ovens, ranges, tables, and all other kitchen equipment referred to in item # 2.
  4. Washing of kitchen floor.
  5. Tables and chairs must be moved back to original placement.
  6. If the event goes longer than the agreed time, it is the responsibility of the sponsor to clean and return the community center to the original condition for use on the following day.

**B. IF ANY ADDITIONAL CLEANING IS REQUIRED, THE COST FOR THAT WILL BE BORNE BY THE SPONSOR. SPONSOR WILL BE HELD RESPONSIBLE FOR ALL DAMAGES TO HALL AND EQUIPMENT.**

## 8. SECURITY

- The caretaker/overseer will be responsible for providing security for any event held in the hall

## 9. PROHIBITED PERFORMANCES

- NO INAPPROPRIATE PERFORMANCES WILL BE PERMITTED IN THE COMMUNITY CENTER.

## 10. ADDITIONAL RULES

- The Church reserves the right to impose additional rules to assure the safety of guests, to protect its property, to assure compliance with applicable laws or for any other purpose. NO SIGNS OR OTHER HANGINGS SHALL BE POSTED OR HUNG ON ANY INSIDE OR OUTSIDE WALL OF THE CHURCH, HELLENIC COMMUNITY CENTER, OR ON ANYTHING CONSIDERED AS CHURCH PROPERTY WITHOUT THE PRIOR APPROVAL OF THE PARISH COUNCIL. IN ADDITION, CONFETTI, RICE, STREAMERS AND OPEN CANDLES ARE PROHIBITED IN THE COMMUNITY CENTER.
- THE CHURCH RETAINS THE RIGHT TO DENY OR REVOKE THE USE OF THE HALL FOR ANY REASON.

#### 11. EXCLUSION OF CATERERS

- The Church reserves the right to exclude a caterer or a Sponsor from future engagements at the Hall because of the caterer's or Sponsor's failure to comply with applicable rules pertaining to the use and cleaning of the Hall or Kitchen.

#### 12. PARISHIONER HALL USAGE TERMS

- A Parishioner who wishes to use the Hall as provided in # 3, must be a member in good standing of the Church's Stewardship Program as determined by the current criteria used for active participation in Church General Assembly meetings.

#### 13. HALL USAGE ARRANGEMENTS

- All arrangements for the use of the Hall shall be made through the designated Parish Council member.

### **CAPACITY OF THE CHURCH COMMUNITY CENTER SHALL NOT EXCEED 200 PEOPLE**

The foregoing Rules, Charges, etc., were adopted by the Parish Council at a special meeting held on October 22, 2000 AMENDED APRIL 22, 2007. Any future amendments are duly noted and dated in the minutes of the Parish Council meeting.