

ST. JOHN'S CHURCH

ROOM USE APPLICATION

705 Hale Street Beverly Farms, MA 01915 978-927-0229

Today's date: _____

Requested by (organization, event, or individual): _____

Date(s) of event: _____ Room: _____

Time beginning: _____ ending: _____ Number of people expected: _____

Other dates (if more than one scheduled): _____

This form is good for one year for weekly meetings, September -September. After that, another Room Use Agreement needs to filled out.

What kind of room set-up do you need? _____

Contact person (**person will be at the event**): _____

Daytime Telephone: _____ E-mail: _____

Second person : _____

Daytime Telephone: _____ E-mail: _____

Fee: _____ Date paid: _____

Key issued? _____ Key returned? _____

Signature: _____ Date: _____

Vicar: _____ Date: _____

ROOMS AVAILABLE AND FEES

Refundable Room Deposit is payable in addition to the Room Use Fee. Additional Property Manager fees and/or damage will be deducted from the deposit prior to return.

KITCHEN Unless agreed upon, the kitchen is not part of the room rental agreement. If it is part of the agreement, it is to be returned to as-is condition.

PLEASE PROVIDE YOUR OWN PAPER PRODUCTS, PLATES, NAPKINS, UTENSILS, COFFEE, CREAMER, SUGAR – CHURCH HOSPITALITY SUPPLIES ARE NOT INCLUDED IN THE RENTAL.

***Rental deposit: Due at time of signing. If keys are needed, there is a \$30.00 deposit per key.**

RATES

CELEBRATION HALL (Adjoining the kitchen, accommodates 50-250) **OR LORING HALL** (Accommodates 30-100)

Non-Pledging Members

\$30 Per meeting, 12-step group

\$150 Per use for three hours

\$500 Wedding reception (See wedding fee sheet.)*

\$150 Funeral receptions (See Funeral/Memorial Service fee sheet.)*

Pledging Members

\$30

\$50.00

\$300.00

\$50.00

SANCTUARY

Used at the Vicar's discretion. Deposit to be determined.

\$100 parishioners

\$200 non-parishioners

OUTDOOR AREAS

For other than parking to be determined per use.

The area that you rent is the only area that you have access to; please respect the church property.

Thank you and enjoy your event.