

# Unitarian Universalist Church of Amherst

6320 Main Street  
Williamsville, NY 14221  
Phone 716.634.3010 Fax 716.634.3012  
[www.uuamherst.org](http://www.uuamherst.org)

## EVENT RENTAL AGREEMENT

I/We, \_\_\_\_\_ hereby agree to rent from The Unitarian Universalist Church of Amherst (known as “the Church”) the following room(s), for the date and times specified, along with the function and the fee listed below:

Room(s): \_\_\_\_\_

Date/Time: \_\_\_\_\_

Function: \_\_\_\_\_

Fee: \_\_\_\_\_, Non-Refundable Reservation Deposit (50% of fee)\_\_\_\_\_

Non-Refundable Caretaker Fee \$50.00 (made payable to Chris Barry)

### **USE OF FACILITIES:**

I/We agree to bring in our own trash bags to remove all garbage from trash cans at the end of our function. All trash must be taken to the dumpster, which is enclosed behind a wooden fence near the circular driveway at the rear parking lot of the church. We are a Green Sanctuary. Styrofoam products are not permitted in the building. All lights will be turned off upon leaving the premises. The Caretaker is responsible for opening and closing the building the day of the event.

I/We understand that I/we may place items in the kitchen refrigerator if necessary, but all items must be removed at the end of my/our function. No use of the stove or dishwashing equipment may be used by one-time, private-party renters due to Liability Insurance issues within our policy.

### **ALCOHOLIC BEVERAGES:**

I/We understand that alcoholic beverages will *not be sold* at an event on church property except by a licensed and insured bartender or caterer. Further, any bartender or caterer hired for this purpose must provide license and insurance proof to the Office Administrator prior to the event.

I/We agree that if we serve, or allow to be consumed, any alcoholic beverages on Church property during our event, they will not be served to, or consumed by, any person under twenty-one years of age and/or to any person who appears to be intoxicated. When alcoholic beverages are served, equally accessible and attractive nonalcoholic alternatives must also be available. No alcohol may be left on church premises.

### **REPAIR AND REPLACEMENT OF LOST OR DAMAGED PROPERTY:**

I/We agree to pay the full cost of repairing any damage which is done to any property of the Church by any person whose presence on Church property is related to this function. If the Church determines that repair is not possible, we agree to replace any property of the Church damaged by any person whose presence on Church property is related to this function.

### **INDEMNITY:**

I/We agree to indemnify and hold harmless the church from and against any and all claims, judgments, actions, losses and expenses imposed upon or incurred by or asserted against the Church, or any of its members, agents, officers, directors or employees, which arise out of my/our use of Church property.

(see over)

# Unitarian Universalist Church of Amherst

## COMPLIANCE WITH ALL RULES:

I/We accept responsibility for the aforementioned activity and will ensure compliance with all rules governing the use of the property, incorporated herein by reference.

## AGREED TO AND ACKNOWLEDGED BY:

### Renter:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Organization: (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Unitarian Universalist Church of Amherst

Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY:

### CHECKLIST:

Rules Governing Use of Facilities given to Renter \_\_\_\_\_  
Rental Agreement signed and returned \_\_\_\_\_  
Copy of Liquor Permit, if applicable \_\_\_\_\_  
Copy of Cert. of Liability Insurance, if applicable \_\_\_\_\_  
Non Refundable Caretaker Fee (\$50.00) Payable to Chris Barry \_\_\_\_\_  
Non-Refundable Reservation Deposit (50% of total fee) \_\_\_\_\_  
Balance of fee (due two weeks prior to event) \_\_\_\_\_

(Date balance is due: \_\_\_\_\_)