



Advent Episcopal Church

815 Piedmont Drive, Tallahassee, Florida 32312

Telephone: 850-386-5109 Fax: 850-385-7225

FACILITY USE AGREEMENT

POLICY STATEMENT ON FEES: As we are a church, we do not “Rent” our facilities. We do like to make our beautiful facilities available to our own families and those outside the parish family for special events in their lives. Any fees that are charged are to be considered as reimbursement for utilities, normal housekeeping service and building maintenance.

This means that we retain control over what happens within our facilities and on church grounds. Weddings, parties, and other events which we accommodate must be conducted within the policies and guidelines which we establish.

PLEASE NOTE: With the exception of wedding activities, the Episcopal Church of the Advent has priority for the use of its own facilities; therefore, this agreement is subject to change.

We require that 50% of the event total (which is nonrefundable) be paid to hold the date and the balance be paid two weeks prior to the scheduled event date.

Please sign and return one copy of this agreement to the church and keep one copy for your records.

- I, _____ have agreed to a fee of \$ _____ for the use of _____ on _____ from the hours of _____ to _____.
- All fees will be paid to the Church of the Advent by: _____
(Party responsible)

Signature

Date

Phone

Email Address

Church Representative

FOR OFFICE USE

Deposit Paid \$ _____

Date Paid _____

Balance Due \$ _____

Balance Due Date: _____

Staff Signature: _____

ADVENT EPISCOPAL CHURCH RULES AND REGULATIONS

- **ACCESS TO THE BUILDING:** You will be given a key the day before the event, and it must be returned the next business morning that the Church Office is open. In your total you will have paid a \$200 key deposit. That \$200 will be returned by mail to the party responsible for payment. We will need the time that you are accessing the building to make sure that all parishioners know that there is an event scheduled and to not enter the area that you are using.
- **BARS AND BEVERAGE STATIONS:** A waterproof floor covering must be placed under all bars and beverage stations, and they may not be located on carpeted areas.
“BEER, WINE, AND CHAMPAGNE ARE THE ONLY ALCHOLIC BEVERAGES THAT MAY BE SERVED. NO HARD LIQUOR IS ALLOWED ON THE PREMISES.”
- **ADVENT REPRESENTATIVE:** Please remind your caterer, decorators, etc. to interact and behave professionally with the Advent Representative.
- **DOORS:** Doors should remain closed except to carry items in or out.
- **FURNITURE/RENTALS FOR NON-MEMBERS:** We do not provide tables or chairs. It is your responsibility to rent them from a vendor and arrange for delivery and pick up. Please let the Church Office know when you have arranged for the rentals to be dropped off/picked up. We ask that you break down all rental items and place them on the stage. We ask that you not move the piano in the Parish Hall.
- **ITEMS LEFT AT ADVENT:** Advent will not be responsible for any item or vehicle left on the premises at the end of the event.
- **KITCHEN:** All food served at the event must be prepared at an offsite location. The kitchen may be used for maintaining food temperature, plating food, and assembling beverages only. All leftover food, dishes, utensils, etc., brought in for the event must be removed immediately after the event. All boxes must be broken and placed in the dumpster behind the building. All kitchen surfaces (Counter tops, sinks, food carts, microwaves, etc.) should be cleaned thoroughly with a disinfectant and we ask that all spills be mopped up to prevent accidents.
- **ROOM TEMPERATURE:** The Advent representative will control the temperature.
- **MUSIC LEVEL:** Advent is in a residential neighborhood and the music must be kept to a moderate level.
- **PROHIBITED IN ADVENT:** Lighted candles, sand, sparkler’s, confetti, rice, smoke machines, glitter, fire in the fireplace, paint, and vaping. **Smoking is not allowed at ADVENT inside or on the premises.** Please do not put tape, nails, or staples on the walls or doors.

**ADVENT EPISCOPAL CHURCH
RULES AND REGULATIONS
Continued**

- **RULES & REGULATIONS:** Client shall provide anyone assisting with the event (decorators, caterer, volunteers, coordinator, etc.) with a copy of these Rules & Regulations and they are expected to comply with them.

- **STORAGE ROOMS/LIBRARY/PANTRY:** The storage rooms on each side of the stage are not for client use. The library is not for client use and the pantry is not for client use.

- **TRASH:** All trash should be placed in Parish Hall trash cans at the end of your event. This includes outside litter as well.

- **SOUND TECHNICIAN:** The sound technician is not an employee of Advent Church; therefore, their fees are separate from the facility use fees. (If sound is needed in the Church, you must hire one of our sound technicians and they must be paid upfront.)

- **JANITORIAL SERVICE EMPLOYEE:** The janitorial service employee is not employed by Advent Church; therefore, their fees are separate from the facility use fee.

CLIENTS INITIALS: _____

FACILITY USE AGREEMENT
EVENT INFORMATION SHEET

WEDDING INFORMATION SHEET
CELEBRATION OF LIFE
RECEPTION/BANQUET

EVENT NAME: _____ **EVENT DATE:** _____

CLIENT (Person signing Contract): _____

Client Address: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Phone Numbers: Home _____ **Cell:** _____ **Work:** _____

E-MAIL Address: _____

Number of Guest: _____ **Type of Event:** _____ **Time of Event:** _____

Event Coordinator: _____ **Cell:** _____

Event Coordinator Email: _____

Caterer: _____ **Serving Alcoholic Beverages: Yes** _____ **No** _____

WHICH BUILDING/BUILDINGS ARE INCLUDED IN THIS FACILITY USE AGREEMENT?

ADVENT CHURCH _____ **PARISH HALL** _____ **ST. CLEMENTS CHAPEL** _____

CLIENTS INITIALS: _____

FACILITY USE AGREEMENT
MEETING EVENT INFORMATION SHEET

EVENT NAME: _____ **EVENT DATE:** _____

CLIENT (Person signing Contract): _____

Client Address: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Phone Numbers: Home _____ **Cell:** _____ **Work:** _____

E-MAIL Address: _____

Number of Guest: _____ **Type of Event:** _____ **Time of Event:** _____

Event Coordinator: _____ **Cell:** _____

Event Coordinator Email: _____

Caterer: _____ **Serving Alcoholic Beverages: Yes** _____ **No** _____

WHICH BUILDING/BUILDINGS ARE INCLUDED IN THIS FACILITY USE AGREEMENT?

ADVENT CHURCH _____ **PARISH HALL** _____ **ST. CLEMENTS CHAPEL** _____

CLIENT INITIALS: _____

RELEASE FORM:

- A certificate of insurance **listing the Church of the Advent (COA) as an additional insured** as to general liability insurance must be furnished to the Church at least two weeks prior to the event. A minimum Combined Single Limit of Liability of \$1,000,000.00 is required.
- Groups and their members agree to assert no claims against COA, its trustees, officers, and/or members because of damages sustained to the person and/or property of groups and their members while on COA property. Use of COA property, facilities and/or equipment is at the entire and sole risk of groups and their members, and groups and their members agree to bear the entire risk of loss and/or injury to their property and/or person(s) resulting directly or indirectly from the use of COA property, facilities, and equipment.
- You shall use reasonable care to make diligent efforts to avoid any harm, injury, or loss of property to any person using our buildings, facilities and/or properties, during the term of this Agreement. You agree to indemnify and hold COA harmless from any and all liability, sums and costs, including attorney fees and all other fees incidental to defend any loss or damage we may suffer as a result of claims, demand, costs, or judgements resulting from your use of the buildings, facilities and/or properties.
- Seated event capacity: 150 people.
- Reception event capacity: 200 people.

PARISH HALL GENERAL USE:

- The parish hall is available for COA church-wide events, weddings, funerals, and outreach events, with approval of the Vestry.
- Wine and beer may be served, with the approval of the Rector/Vestry. **An agreement for the Use of Alcoholic Beverages** must be completed by the responsible party, signed, dated, and cosigned by the Rector/Vestry before approval is given.

**THE EPISCOPAL CHURCH OF THE ADVENT
AGREEMENT FOR USE OF ALCHOLIC BEVERAGES**

DATE OF EVENT: _____ **NUMBER OF INVITED GUEST:** _____

LOCATION ON PREMISES (Rooms to be used): _____

NAME OF RESPONSIBLE PARTY: _____

In hosting, serving, or providing alcoholic beverages on the premises of The Episcopal Church of the Advent, I hereby agree to comply with the following conditions:

1. The individual or group hosting, serving, or providing the alcoholic beverages will be required to provide a certificate of insurance listing the Church of the Advent (COA) as an additional insured as to general liability insurance and must be furnished to the Church at least two weeks prior to the event. A minimum Combined Single Limit of Liability of \$1,000,000.00 is required.
2. Any alcoholic beverages provided shall be for the personal consumption of the host, his family, and guests, and not for sale.
3. All alcoholic beverages will be restricted to the parish hall.
4. No alcoholic beverages shall be sold, given, served, furnished, or permitted to be served to or consumed by a person under 21 years of age.
5. No more than two drinks per invited guest are recommended to be furnished or served.
6. Alcoholic beverages are limited to beer, wine, and champagne, to be provided or served in glasses or supervised from a fountain. Any such alcoholic beverages must be served by designated persons from the alcohol table or fountain. Alcoholic beverages to be served:

Beer: _____ Wine: _____ Champagne: _____

7. Any person who serves, provides, or otherwise furnishes such alcoholic beverages shall agree in writing to comply with all applicable provisions of Florida law, including but not limited to Section 768.125, Florida Statutes, regarding liability for injury or damage resulting from intoxication. Signature on a duplicate of this agreement is compliance with this provision.

768.125 Liability for injury or damage resulting from intoxication.—A person who sells or furnishes alcoholic beverages to a person of lawful drinking age shall not thereby become liable for injury or damage caused by or resulting from the intoxication of such person, except that a person who willfully and unlawfully sells or furnishes alcoholic beverages to a person who is not of lawful drinking age or who knowingly serves a person habitually addicted to the use of any or all alcoholic beverages may become liable for injury or damage caused by or resulting from the intoxication of such minor or person.

Page Two Agreement for Use of Alcoholic Beverages

I hereby further agree to save, hold harmless, and indemnify The Episcopal Church of the Advent from all liability or damages resulting from the hosting, serving, or provision of, and from the use of, alcoholic beverages on the premises of The Episcopal Church of the Advent.

Signature of responsible party

Date

Name of person, company or organization which will be serving, providing, or otherwise furnishing the alcoholic beverages, if different from above:

**Signature of person or a representative of the
Company or Organization**

Date

Approved by: _____
(The Rector/Vestry)

Date

**FEE SCHEDULE
WEDDINGS/RECEPTIONS/CELEBRATION OF LIFE
FOR NON-MEMBERS**

The following charges include costs for utilities, housekeeping and building maintenance, and Advents facilities coordinator for informational purposes only:

• St. Clements Chapel	\$700.00
• Advent Church	\$1,000.00
• Parish Hall	\$800.00
• Cleaning Fees (St. Clements Chapel)	\$60.00 (Wedding Only)
• Cleaning Fees (St. Clements Chapel)	\$200.00 (Wedding & Reception)
• Cleaning Fees (Advent Church)	\$180.00 (Wedding Only)
• Cleaning Fees (Advent Church & Parish Hall)	\$400.00 (Wedding & Reception)

1. Payment for the above must be made as follows:

One half of your payment must accompany the Wedding Ceremony Information Sheet and the Facility Use Agreement form. This is a nonrefundable deposit. Final payment for facilities must be made two weeks prior to the scheduled wedding date.

2. If use of the Parish Hall is desired for the wedding reception, the need should be specified at the initial meeting.
3. No alcoholic beverages other than champagne, beer and wine may be served at the reception or consumed anywhere on the church grounds before, during or after the wedding.
4. Changes to church or parish hall furnishings must be approved by our facilities coordinator.
5. All receptions must end by 11:00 pm. The Parish Hall will be closed at 12:00 am on Saturday evenings to make ready for the Sunday services.
6. All properties of florists, caterers or other people assisting with weddings must be removed immediately after the wedding.

**FEE SCHEDULE
WEDDINGS/RECEPTIONS
FOR MEMBERS**

The following charges include costs for utilities, housekeeping and building maintenance and Advents facilities coordinator for informational purposes only:

**For a member of the Parish
(In good Standing*)**

- St. Clements Chapel \$350.00
- Advent Church \$500.00
- Parish Hall \$400.00
- Cleaning Fees (St. Clements Chapel) \$30.00 (Wedding Only)
- Cleaning Fees (St. Clements Chapel) \$100.00 (Wedding & Reception)
- Cleaning Fees (Advent Church) \$90.00 (Wedding Only)
- Cleaning Fees (Advent Church & Parish Hall) \$200.00 (Wedding & Reception)

Payment for the above must be made as follows:

One half of your payment must accompany the Wedding Ceremony Information Sheet and the Facility Use Agreement form. This is a nonrefundable deposit. Final payment for facilities must be made two weeks prior to the scheduled wedding date.

1. If use of the Parish Hall is desired for the wedding reception, the need should be specified at the initial meeting.
2. No alcoholic beverages other than champagne, beer and wine may be served at the reception or consumed anywhere on the church grounds before, during or after the wedding.
3. Changes to church or parish hall furnishings must be approved by our facilities coordinator.
4. All receptions must end by 11:00 pm. The Parish Hall will be closed at 12:00 am on Saturday evenings to make ready for the Sunday services.
5. All properties of florists, caterers or other people assisting with weddings must be removed immediately after the wedding.

***Good Standing is a person who has been active in the parish in the past year through their giving and attendance.**

**FEE SCHEDULE
MEETINGS AT ADVENT CHURCH
MEMBERS/NON-MEMBERS**

The following charges include costs for utilities, housekeeping and building maintenance:

- **Parish Hall for Meeting (Members) \$100.00 per meeting**
- **Parish Hall for Meeting (Non-Members) \$200.00 per meeting**

The Vestry Room, Library, Youth Room, and Activities Room are no longer used for meetings.

Five tables and thirty chairs may be used for meetings with prior arrangement.

Rector/Vestry have the discretion to adjust or waiver the usage fees for groups.