



Highwater Congregational

UNITED CHURCH OF CHRIST

1213 Dutch Lane Rd Newark OH 43055 740-745-1281

Facility Rental Agreement for Highwater UCC Guests of the Church

Responsibilities of Persons Renting our Facility:

- Renter sets up and tears down tables and chairs.
- Renter must clean up, including vacuuming areas used.
- All tables must be covered, using Renter's table coverings. We offer 6' and 8' rectangular tables and 60" diameter circular tables
- Fee Schedule (all times include time to set up and tear down):
 - Under 4 Hours: \$100
 - Between 4-8 Hours: \$200
 - Over 8 Hours: \$300
- If Renter requires Highwater to set up, tear down, and clean up, an additional \$100 fee will be charged.
- A separate \$100 check will be held as a deposit against damages and clean up. If the facility is clean and there is no damage after usage, the check can be returned or destroyed. Highwater UCC will make all determinations about damages and cleanliness.
- All rental fees and deposit must be paid up front. The facility is not considered reserved until we have received fees and deposit.
- Sound System (\$50), Projection (\$50), and Stoves/Kitchen Appliances (\$50) available upon request.

I understand and agree to the above terms

Print

Name: _____ Signature: _____

Date: _____

Phone: _____ Number of People Expected: _____

Event Date: _____ Hours: _____

Area of Facility Needed: _____

Event Purpose:
