

Agmt: \_\_\_\_\_  
 Event \_\_\_\_\_  
 Ins. \_\_\_\_\_  
 Alcohol \_\_\_\_\_  
 Sec. Dep \_\_\_\_\_

**Christ Church West River Parish Hall**  
**2024-25 Community Rental Agreement**  
 Hall location: 204 Owensville Road, West River, MD  
 Mailing address: PO Box 531, Shady Side, Maryland 20764

**Note:** Maximum Hall capacity: 80 persons seated at tables, 171 standing. The Hall comes equipped with 8 folding tables, 3 side serving tables and 64 stackable chairs. The Hall dimensions are 28 ft. wide by 40 ft. long.

Renter \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_ Date of Function \_\_\_\_\_  
 Type of Function \_\_\_\_\_ Number of People Expected \_\_\_\_\_  
 Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Name of Caterer \_\_\_\_\_ Caterer's License # \_\_\_\_\_

**Hall Rental Rates** Please check option below:

Day of Week	Use kitchen as staging area only	Use kitchen for cooking/food prep	Use of kitchen fryers incurs additional \$300 cleaning costs
Monday-Thursday	\$200	\$300	\$600
Friday	\$300	\$400	\$700
Saturday	\$500	\$600	\$900
Sunday	\$400	\$500	\$800

- Completed Rental Agreement, full rental fee and a \$200 security deposit check are required to reserve date.
- Checks are to be made payable to **Christ Church**
- Note on security deposit check **“Security Deposit-Date of Event”**.
- Note on rent check **“Hall Rent-Date of Event”**
- **Mail Agreement and Checks to Christ Church PO Box 531, Shady Side, MD 20764 ATTN: Sexton**
- Rental fees do not include the use of the Hall’s china, silverware or cooking utensils.

**Liability**

The signer of the rental agreement (renter) assumes all legal and financial liability for rental of Christ Church Parish Hall. **Renter must provide a certificate of insurance which shows their liability coverage (aka Certificate of Liability)**. Non-profits’ certificates should have at the bottom of the certificate a “description of operation” naming Christ Church West River Parish Hall and referencing the day/date and type of event.

**Certificate of insurance must be provided to Sexton/Parish Administrator/Junior Warden 3 days prior to the event.** (Your homeowner’s or renter’s insurance company will provide you with this.)

**Alcohol**

Use of alcoholic beverages, including wine and beer, requires a one-day Anne Arundel County liquor license. The signer agrees to obtain a license at his/her own cost. [One-Day Liquor License A.A. County](#). The liquor license must be attached to the kitchen door on the day of the event. Christ Church must sign the back of the form.

**Liquor license must be presented to Sexton/Parish Administrator/Junior Warden 3 days prior to the event.**

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**For Return of Security Deposit**

The signer of this document agrees to leave Christ Church Parish Hall in a clean and undamaged condition, i.e. the condition in which they found the Hall. The cost of cleaning/repairs/ or extra electrical use will be charged against the security deposit if these conditions are not met. If the cost of repairing damage or replacing missing items exceeds the security deposit, the signer will be billed for said costs. The signer hereby agrees to pay these costs 15 ten days. Do not drag chairs or tables - scuffing on the floor incurs additional cleaning costs, deep scratches incur repair costs. Please help us keep the Hall in excellent condition by making sure chair legs have their protective caps. No attachments such as tacks, tape, etc. may be made to the walls.

- Tables and chairs returned to their original positions.
- Floors swept and spills mopped up.
- The air conditioner thermostat set at 80'. The heat thermostat set to 55'.
- Trash and recycling must be removed from bathrooms and kitchen trash cans and taken from the property by the renter.
- The lights and fans are to be turned off and doors locked.

**Cancellations and refunds:**

Total refund of security deposit and rental fees shall be made within 15 days of the rental period if the church must cancel the rental because the hall was rendered unusable on the rental date because of flood, fire, storm, or for any other reason. In such case the church shall refund the deposit and rent forthwith and will thereafter have no further liability to renter.

Total refund of security deposit and rental fees shall be made within 15 days of the rental period if the renter cancels no later than 60 days prior to the rental date. If renter cancels later than 60 days prior to the rental date, prepaid rental fees, but not the security deposit, will be refunded.

Total refund of security deposit shall be made within 15 days of the rental period less any cleaning/repairs/ or extra electrical charges as previously stated. If cleaning/repair/extra electrical usage/replacing missing items costs exceed the security deposit, the signer shall be billed for said costs. The signer hereby agrees to pay these costs within 15 days of billing.

These terms and conditions are agreed to:

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

**Address Questions and Return Application to:**

Petey Kitzmiller, Sexton 757.373.4366  
[ccwr.sexton@gmail.com](mailto:ccwr.sexton@gmail.com)

**Drop off:** (call Petey or office first to make appt):

Parish Office: 410-867-0346  
220 Owensville Road  
West River, Maryland 20778

**Mail:** PO Box 531  
Shady Side, MD 20764

**Contact Person during your event**

(in case of a problem):  
Petey Kitzmiller 757-373-4366

-or-

Mike Stricker, Junior Warden: 443-223-5937

**For stove questions:**

Bill Whitman: 443-254-2081