

RENTAL AGREEMENT

Monsignor Lane Pastoral Center St. Brigid's Church

43 North Prospect Street, Amherst, MA 01002 * (413) 256-6181 * saintbrigidsamherst@gmail.com

Organization / Group: _____

Profit Non-profit

Contact Person: _____

Address: _____

E-mail: _____ Phone: _____

Person in Charge of Function: _____

Address: _____

E-mail: _____ Phone: _____

Date of Use: Month: _____ Day: _____ Year: _____ Time: From: _____ Until: _____

Type of Function (Check one):

Reception Dance Show Meeting Concert Class
 Other _____ Fundraiser Tickets being sold No charge for event

Caterer: _____

Address: _____

E-mail: _____ Phone: _____

Check one: Alcohol served Alcohol sold No alcohol

If alcohol is served or sold, insurance policy number and insurer: _____

Copy of Insurance Provided (Alcohol / Special Event Insurance)

Approximate number of people expected to attend: _____ [Capacity: Six (600) hundred]

Rental Fees (Per day):

<input type="checkbox"/> Auditorium (includes stage, lounge area, and four (4) restrooms)	\$ 500.00	
<input type="checkbox"/> Kitchen	\$ 300.00	
<input type="checkbox"/> Classroom	\$ _____	(\$100.00 each)
<input type="checkbox"/> Custodian	\$ _____	(\$ 20.00 per hour)
<input type="checkbox"/> Parishioner Discount – Fifty (50%) percent (<input type="checkbox"/> St. Brigid's <input type="checkbox"/> Newman)	-\$ _____	
10% Deposit (non-refundable)	\$ _____	
Security Deposit (refundable)	\$ 100.00	
TOTAL	\$ _____	

Renter's Signature

Date: _____ Signature _____

Approved by Pastor/Administrator:

Date: _____ Signature _____

YOU MUST PROVIDE YOUR OWN INSURANCE TO RENT ANY OR ALL OF THE FACILITIES

NO SMOKING PERMITTED IN THE BUILDING * NO ILLEGAL ACTIVITIES

Rev 10-27-23