

St. Andrew Eastern Orthodox Church
16029 Maple Park Drive * Maple Heights, OH
Hall Rental Contract

All rentals are required to provide security. Security costs are not included with the cost of the hall rental. If you are serving alcohol you must also obtain a permit, at your own cost as per the order of the City of Maple Heights. The permit can and must be obtained at Maple Heights City Hall, prior to the rental and must be presented upon entering the building. The permit must be displayed.

No rental will be permitted beyond **12:00 Midnight**. Events **MUST** end at 11:00 PM to allow for clean up and exiting the building no later than **12:00 Midnight**.

To obtain the permit please contact: **Audrey at the Maple Heights Police Department at 216-587-9635**. Pursuant to chapter 820 of the codified ordinance of the City of Maple Heights, OH, the undersigned hereby must apply for a permit. The cost of the permit is below:

Up to 4 hours - \$110.00

Up to 5 hours - \$135.00

Each additional hour after is \$25.00

Price per hour is **\$75.00**. If you need to come in the day before your event to set up, special arraignments need to be made at a cost of **\$25.00 per hour**. The rental fee includes the use of the kitchen, but **does not** include the following: Deep Fryers, Sterno's, garbage bags, and cleaning products. (We will provide broom, mop and bucket and vacuum). You must bring your own **33 gallon garbage bags**.

You are required to pay a **\$100.00 CASH** cleaning deposit the day of your rental. You will not be given access to the building unless you have provided the cleaning deposit. The deposit will be refunded at the end of the event if the following is completed and at the discretion of the hall manager:

- Empty all garbage containers and place in dumpster
- Wipe off all chairs and tables that were used
- Replace chairs and tables back to their original position
- Sweep all floors and vacuum all rugs
- Mop floors of spills or stains
- Sweep kitchen floor and mop up spills
- Wipe off all counters and stainless steel tables in kitchen
- All utensils must be washed, dried and put back in their original place
- Ladies and Men's rooms must be clean i.e. empty garbage, pick up lose garbage, wipe down sinks, and toilets
- Check entrance ways for cigarette butts and trash
- If event is held outside, ensure all garbage and cigarette butts are picked up and disposed of.

Date of Event: _____

Type of Event: _____

Alcohol: _____

Hours of event: _____

Contact Person Name: _____

Contact Person Phone: _____

Deposit amount: _____

Date of set up if different than date of event (\$25.00 per hour) _____

Applicant Signature: _____

Date: _____

St. Andrew Representative signature: _____

Date: _____

****Please note:***

In the rare instance that a church event such as a funeral would arise and conflict with the date of your event, we will do our best to make accommodations, however, St. Andrew Church reserves the right to cancel this contract.

A non-refundable \$100.00 deposit is required upon signing this contract

If you should have any questions please call: 440-785-3877. Please leave a message and your call will be returned as soon as possible.