



The Hampton Congregational Church

An Open and Affirming Congregation

263 Main Street • PO Box 65 • Hampton, Connecticut 06247

Holt Hall Use Fees Revised: 12/17/2016

All rentals must be cleared and booked with the designated contact:

Kelli Postemski 860.455.9677 or hcc06247@gmail.com

Any/all use of the church building must comply with attached user agreement and church policies and be cleared and booked in advance with designated contact. Payment is expected at time of booking unless arrangements are made in advance. The Board of Trustees is responsible for this policy and reserves the right to make any exceptions.

Use of Hall and/or Equipment	Fee
Organization, Non-Member or Commercial Use	\$150/\$100*(plus custodian deposit)
Local Non-Profit Organizations <i>Examples:</i> Historical Society, Library Board, Seniors. Others considered on a case by case basis.	\$50(plus custodian deposit)
Church Member for personal use	\$35
Sponsored Organizations <i>Examples:</i> Boy Scouts, Cub Scouts, 12 Step Programs	Service projects or donations
Kitchen When (stove/oven) and other kitchen amenities are to be used. Eg meal preparation, warming of food in ovens, baking etc.	\$25 additional if rented in conjunction with Holt Hall rental. \$50.00 if rented alone.
Custodian Deposit	A custodian deposit of \$75 is required for all non-member hall or kitchen rentals. This deposit will be returned if the hall is left in the condition it was prior to rental.
Tables & Chairs for use off site	\$10.00 for each table \$.50 for each chair. There is no charge for the following use: Non profit, town sponsored events eg Memorial Day PHHS events Members for their own use For no charge situations, donations gladly accepted!

*A reduced of rate will be granted for an organization booking and using a series of 4 or more events in a 12 month period.

Any request for rental of the sanctuary/meeting house must be submitted to the Diaconate for review and approval. Please contact Karen Burnham, Chair: 860.455.0647 or burnham@charter.net

The Hampton Congregational Church Holt Hall Use Request/User Agreement





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For Holt Hall Usage this form must be filled out and returned to the designated contact.

Individual or Organization			
Contact Person		Phone	
Description of Event			
Date of Event			
Facilities/Equipment (check all that apply)	<input type="checkbox"/> Holt Hall (includes minimal kitchen use) <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Large Screen TV (requires \$200 security deposit) <input type="checkbox"/> Other (specify)		

All users of the Hampton Congregational Church facilities, including Holt Hall and classrooms must agree to comply with the following conditions and restrictions:

1. Organizations or individuals renting Holt Hall for events to which the public is invited wishing to post a sign, must obtain prior approval from the designated contact. The designated contact or the Board of Trustees retain the right to refuse signage. If a sign is approved it must meet the following guidelines:
 - One sign only
 - It may be a maximum of one (double sided or sandwich board) sign on HCC property
 - It must clearly identify the sponsoring organization
 - It must not contain editorial content or political messages
 - It may be posted for a maximum of 7 days before the event and be removed when the event has concluded.
 - It must comply with all relevant town or state regulations concerning size and placement and must not restrict the view of any permanent or temporary signs advertising HCC events.
2. No consumption or sale of alcoholic beverages is permitted.
3. Attendance may not exceed 150 persons.
4. Use of the large screen TV must be authorized in advance and a responsible person designated to operate and ensure appropriate use of the equipment. The television may not be removed from Holt Hall, removed from its cart, or elevated by any means. A \$200 security deposit is required.
5. HCC will provide trash bag liners and basic kitchen/bathroom supplies. Users must supply their own consumable paper goods as well as food, drinks, and snacks.
6. At the conclusion of each activity, a building/kitchen checklist (attached) will be completed and signed by the person responsible for the event or activity and left in the kitchen.
7. Users may be subject to additional fees for the cost of any damages to the hall or equipment or in the event of special cleaning services required.

Signature of responsible party/Contact person

Date





Welcome to the Hampton Congregational Church

*So that we may all make better use of our church community facilities, please take care that the following tasks are completed when your group is finished meeting.** We thank you and hope that you will enjoy the use of our space.*

KITCHEN CHECK LIST

1. Empty waste baskets into receptacle at the rear of the building. _____
2. Replace liners with clean plastic bags (found under sink). _____
3. Empty refrigerator and wipe clean. _____
4. Wipe counters and stove clean. _____
5. Sweep floor (mop, if necessary). _____
6. Leave sink clean with no dirty dishes. _____
7. Make sure dishwasher is empty. _____
8. Take soiled dish towels and tablecloths _____
(to clean and return within 1 week).
9. Take home any dishes you brought with you. _____
10. Replace any kitchen supplies you may have used. _____

BUILDING CHECK LIST

1. Clean tables and sweep floor. _____
2. Check bathrooms and flush toilets. _____
3. Replace tables and chairs to their original positions. _____
4. Shut windows. _____
5. Turn off lights. _____
6. Lock doors and return key. _____

*****Please complete and sign this checklist before leaving. Please also leave any comments (on the reverse side of this page) regarding the condition of the building before your activity. If there were any concerns, please let us know. Thank you.***

Name of Organization

Authorized Signature

Date





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The Hampton Congregational Church Chair & Table Rental Form / User Agreement

This form must be filled out and returned to the designated contact.

Individual or Organization			
Contact Person		Phone	
Address of chair/table rental location			
Description of Event			
Date of Rental Start			
Date of Rental Return			
Number of Table (\$10 per)		Amount Owed:	
Number of Chair (\$0.50 per)		Amount Owed:	
Safety Deposit ⁵ (\$150.00 to be held until return of table/chairs)			\$150.00
Total Amount Owed (Plus delivery fee if applicable)			

All users of the Hampton Congregational Church facilities, including Holt Hall and classrooms must agree to comply with the following conditions and restrictions:

1. Organizations or individuals renting tables / chairs validate by signature below that they will be **stored indoors** during the rental period. If the event is outside, the renter is responsible to ensure the table and chairs are not exposed to inclement weather.
2. Organizations or individuals renting tables / chairs validate by signature below that they will be returned on the agreed date. If not returned on time the organizations or individuals is subject to additional fee of \$10.00 a day until returned.
3. If delivery or pick up is required, an additional fee of \$50.00 will be added to the amount owed.
4. The \$150 safety deposit is required unless specifically waived by an HCC trustee.

Name

Date

