

**NON-MEMBER  
AGREEMENT FOR USE OF THE PARISH HALL OF CHRIST THE KING**

Welcome to Christ the King Episcopal Church, 40 Charleston Road, Willingboro, NJ 08046. We at Christ the King are delighted that you have chosen our facility to host your event. We take great pride in our facility and hope you will find all you want to meet your needs. If at any time you have an issue, please feel free to contact the Senior Warden, Emerson Cooper at 609-680-3636.

Please review the following conditions for use of our Parish Hall:

1. Sanctuary usage is prohibited, unless for weddings, funerals or permission granted by the Priest.
2. Arrange with Event Supervisor concerning access and lock-up of building.
3. Date \_\_\_\_\_ and time requested between \_\_\_\_:00 PM and 12:30AM
4. A statement of insurance coverage is required for all non-members using the church on a consistent basis.
5. Clean-up is required after all functions: floors swept, garbage emptied and all decorations removed. Use of any church kitchen equipment (stove/oven, refrigerator, & microwave) is prohibited. The kitchen is for client meal/beverage set up only and must be left in the same condition as found prior to their use. Any cups, bottles in the parking lot as a result of your event must be removed. Before and after photos to verify rental conditions may be taken. Failure to restore the premises to pre-rental condition may result in losing part or all of your deposit and exclusion for any future rental. If you are unable to comply with these conditions, you may want to consider renting elsewhere.
6. The Event Supervisor, representing Christ The King, will give you access to the parish hall. *His name is Mr. December and can be reached at 973-454-8686. Please contact him for any access needed prior to your event.*
7. The standard fee is \$600 for 4 hours use of the undercroft to include the use of the kitchen (set up only - no use of stove or other equipment). Additional hours will be at the rate of \$100 per hour (unless otherwise agreed). This payment is due in full 14 days before your event.
8. An additional refundable deposit of \$200 is expected at the signing of the agreement (to confirm date) and will be returned within 7 business days following the end of the event and after final walk-through inspection in compliance with section 5 above.

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9. **The key contact for and at the event will be**

**Name** \_\_\_\_\_ **(Phone)** \_\_\_\_\_

10. **Name** agrees that he/she will indemnify and hold Christ the King Episcopal Church harmless from any claims, actions, proceedings, law suits, demands, and damages resulting from or related to his use of the church facilities. *Proof of Special Event Insurance is required with Christ The King Episcopal Church as an additional insured party. Coverage is required (minimal \$500,000). A copy of your coverage must be included with this rental agreement.*

11. **Client/Group name, address and telephone number.**

\_\_\_\_\_  
**Individual responsible contact name (printed)**      **Group Name printed (If applicable)**

**Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_

\_\_\_\_\_  
**Renter's Signature**      **Date**

**Approved by** \_\_\_\_\_ **For Christ The King**  
**Emerson Cooper - Senior Warden**

**Date** \_\_\_\_\_ **Phone** 609 680-3636

**Again, we thank you for choosing us and hope your event is a successful one.**  
**Copies for Priest/Event Supervisor and Client**

**\$200 Deposit Received by** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Emerson Cooper**

**Due \$300- Rental Fee Date required** \_\_\_\_\_ **Received by** \_\_\_\_\_  
**E. Cooper**