

**APPLICATION/CONTRACT FOR USE OF FACILITIES**

*Christ The King Lutheran Church, 600 Central St., Holliston, MA 01746 p-508/429-5705 f-508/429-1265*

Please return this completed form with a \$100.00 application deposit which will be applied to your event rental fee. Event date will not be guaranteed until application deposit is received. Full payment and security deposit of \$300.00 (by separate check) are due two weeks before your event. Your security deposit will be returned to you if there is no damage to the premises. Please include event date on check(s) and make all checks payable to "Christ The King Lutheran Church".

DATE OF EVENT: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_ APPLICANT DAYTIME PHONE: \_\_\_\_\_

APPLICANT ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

DAY OF EVENT CONTACT: \_\_\_\_\_ (if different than Applicant) CONTACT E-MAIL ADDRESS: \_\_\_\_\_ CONTACT DAYTIME PHONE: \_\_\_\_\_

**EVENT INFORMATION**

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF EXPECTED GUESTS: \_\_\_\_\_  
EVENT START TIME: \_\_\_\_\_ ARRIVAL TIME AT CHURCH FOR SET-UP: \_\_\_\_\_  
(no more than 1 1/2 hours prior to event start unless specifically agreed-to with Church office)  
EVENT END TIME: \_\_\_\_\_ DEPARTURE TIME FROM CHURCH AFTER CLEAN-UP: \_\_\_\_\_  
(no more than 1 hour after event end unless specifically agreed-to with Church office)

SPACE REQUESTED FOR RENTAL:  
(check all that apply)  Parish Hall  Fellowship Hall  Kitchen  Sanctuary  Classroom\* (specify classroom number(s)) \_\_\_\_\_

\*Note: No application fee will be charged for Classroom Rentals, but your full rental fee will be due when you submit this Application/Contract

Will you need the kitchen facilities?:  YES  NO Will you be employing a caterer?:  YES  NO (If YES, see "Licensing Needs" below)  
(Kitchen facilities included with Parish Hall Rental)

**PLEASE COMPLETE & RETURN 2<sup>nd</sup> PAGE OF THIS FORM FOR EQUIPMENT NEEDS AND ROOM SET-UP PLANS** (for Parish and Fellowship Halls only)

**LICENSING NEEDS – RENTER’S RESPONSIBILITIES**

**If you are using a caterer:** It is the renter’s responsibility to procure a certificate of insurance for workers compensation/public liability from your caterer. Caterer must also apply for and receive a Temporary Food Service Permit from the Holliston Board of Health (allow two weeks for application process). Both documents must be on file with the church at least one week prior to your event. Certificate & Permit received by Church office: \_\_\_\_\_ (date and initial)

**Will alcohol be served?** :  YES  NO *If YES, will alcohol be sold or will admission be charged for the event?:*  YES  NO

**If alcohol is served, but not sold and admission to the event is not charged,** please refer to the Church’s alcohol policy described in Item #3 of the Building Use Regulations document.

**If alcohol is being served and sold at the event or admission to the event is required,** the renter is required to obtain a license from the Holliston Board of Selectmen. Allow at least two weeks for procurement of the license. A copy of the license must be on file with the Church office at least one week prior to event. Contact the Board of Selectmen, Holliston Town Hall for application. Copy of license received by Church office: \_\_\_\_\_ (date and initial)

Christ The King Church reserves the right to require the applicant’s insurance certificate. Appropriate notice of request will be made.

The undersigned hereby acknowledges receipt of Building Use Regulations Governing Rental Facilities of Christ The King Lutheran Church, the contents of which are incorporated by reference herein, and agrees to its provisions. If executing in a representative capacity, the undersigned represents that the execution, delivery and performance of the covenants and agreements contained herein is duly authorized.

\_\_\_\_\_  
Applicant’s Signature Date

**For CTK Office Use Only**

RENTAL PACKAGE TYPE:  VALUE  FULL SERVICE  
EVENT MANAGER: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
EVENT FEE: \_\_\_\_\_  
Extended Hourly Fee\*: \_\_\_\_\_ (\*\$100.00/hour for any event lasting more than 5 hours, excluding set-up & breakdown time)  
Less Application Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
**Total Due** \_\_\_\_\_  
Remaining Bal. Due: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Security Deposit Due: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
'Equipment Needs' Due: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Accepted by CTK/date: \_\_\_\_\_

**CHRIST THE KING LUTHERAN CHURCH EQUIPMENT NEEDS AND ROOM SET-UP PLANS**

DATE OF \_\_\_\_\_ APPLICANT \_\_\_\_\_ APPLICANT DAYTIME \_\_\_\_\_  
 EVENT: \_\_\_\_\_ NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_.

DAY OF EVENT CONTACT: \_\_\_\_\_ CONTACT E-MAIL ADDRESS: \_\_\_\_\_  
 (if different than Applicant) CONTACT DAYTIME PHONE: \_\_\_\_\_.

**FULL SERVICE PACKAGE** renters **MUST** provide to the office an approximate sketch of the preferred room layout (table/chair locations) and equipment needs, one week prior to the event. **VALUE PACKAGE** renters can use the layouts below for planning purposes, but we will need details on the number and type of tables and number of chairs you will require so please return this form with equipment needs noted one week prior to your event.

**EQUIPMENT NEEDS**

Please review the "Rental Fact Sheet" you were provided to identify the chairs and types of tables available for use in the space you are renting. Number of chairs (if no tables required): \_\_\_\_\_

Number of Rectangular tables required?: \_\_\_\_\_ Number of chairs at each Rectangular table?: \_\_\_\_\_

Number of Round tables required?: \_\_\_\_\_ Number of chairs at each Round table?: \_\_\_\_\_

Will you require the use of our microphone (for meeting use, not for use by musicians/band)?:  YES  NO

Will there be dancing?:  YES  NO If yes, please plan your layout accordingly to allow for dance floor space.

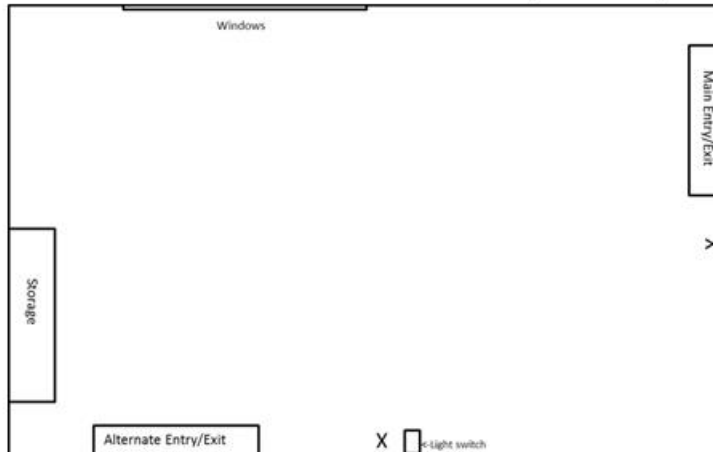
**PARISH HALL LAYOUT** (not to scale)



X=approximate location of wall outlet

**FELLOWSHIP HALL LAYOUT** (not to scale)

(Please use back of page for additional room layout instructions)



Restrooms just down hall from Fellowship Hall ↓