

Trinity Episcopal Church in the Central West End
600 N. Euclid Avenue, St. Louis, MO 63108
Trinityepiscopal.net 314-361-4655

Building Use Agreement

Date/Time of Event _____

Group/Client _____

Room	Number of Hours	Fees
Sanctuary		\$
South Parish Hall		
Kitchen		
North Parish Hall		
Small Meeting Room		
Cleaning Deposit, if required		
Event Coordinator, if required		

		Total Fees

- A certificate of insurance naming Trinity Church as an additional insured is required.
- If alcohol will be served, a certificate of insurance for liquor liability is required.
- A cleaning deposit of \$100 per room may be required at Trinity's discretion.
- A deposit of one half of the total rental fee is required as a deposit to be paid at the time the reservation is made. Final payment must be received at least 14 days prior to the event. Fees will be refunded only if the event is cancelled at least 7 days prior to the reserved date.
- Pursuant to the separate House Rules and Catering Policies, the Client/Group is responsible for all room clean-up following their event.
- Similarly, if kitchen facilities are used, all dishes, utensils and cookware must be washed and returned to the proper location. Kitchen must be clean and floors swept.
- Trinity Church will provide an event coordinator for some events. Please let him or her know if you have any questions or additional requests.

Turn Page for Signature

Hold Harmless Agreement

The Group/Client shall indemnify and save harmless Trinity Episcopal Church, St. Louis, MO 63108 from and against any and all loss, cost (including attorney's fees), damages, expenses and liability (including statutory liability and liability under Workers' Compensation laws) in connection with claims for damage as a result of injury or death of any person, or property damage to any property sustained by Trinity Episcopal Church, which arise from, or in any manner grow out of any act of neglect on or about Church Property, by the officers, agent's employees, guests, customers, invitees, contractors, subcontractors etc., of :

Organization _____ Date: _____

Signature of Officer or Client

Accepted: _____ for Trinity Church

Date: _____