



SAINT CECILIA CATHOLIC CHURCH

TABLES AND CHAIRS RENTAL CONTRACT

Date of Function: _____

Thank you for expressing interest in the rental of St. Cecilia Church's tables and chairs. Requests to rent any tables and chairs must be submitted to St. Cecilia Church no later than 7 days prior to the event. The church reserves the right to cancel any rental reservation in favor of church sponsored affairs. If this should occur, the deposit will be refunded in full, and if the parties agree, the refund provided herein is in full satisfaction of their respective rights.

TERMS OF CONTRACT

The rental rate for the use of St. Cecilia Church's tables and chairs is \$15.00 per table and \$10.00 per set of 8 folding chairs. The rental fee is due when the items are picked up. There is a deposit of \$100.00 due at the time of requesting the equipment, which is refunded within five (5) business days following the return of the equipment, provided that there is no physical damage to the equipment.

The following conditions and rules will apply when renting St. Cecilia's tables and chairs:

- (1) St. Cecilia Church does not provide delivery or pick-up service for rented equipment. The Renter agrees to provide his/her own method of securely transporting the rented tables and chairs.
- (2) St. Cecilia Church staff members are not responsible for loading and unloading the Renter's vehicle of rented equipment.
- (3) Tables and chairs must be picked up and returned during normal business hours, Monday through Friday, 9:00am – 4:00pm.
- (4) Tables and chairs may be picked up no earlier than 5 days prior to the event date. Likewise, tables and chairs must be returned within 5 days following the event.
- (5) Cancellations must be submitted in writing to St. Cecilia Church at 434 Norton Road, Columbus, OH 43228 or at email@ceciliachurch.org to request a refund of deposit.
- (6) If damages occur to any part of the rented equipment, resulting in damages that exceed the deposit, the responsible party renting the equipment will be held accountable.
- (7) The provisions of this contract constitute the entire agreement, and there are no representations, oral or written, which have not been herein incorporated.
- (8) St. Cecilia Church reserves the right to not rent to any person, entity or group and for any activity which it finds unacceptable, in its sole discretion



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Please read and sign the attached guidelines for the use of the tables and chairs. Your reservation is not complete until a signed copy of this rental agreement, terms and conditions, and guidelines are returned to the Parish Office with the rental fee as set forth above. Final approval will be given by St. Cecilia's Pastor and a confirmation will be sent via email.

ACCEPTED AND AGREED

Organization/Company/Individual Name

Address _____ Telephone No. _____

Signature of Responsible Party

Date Signed

Signature of St. Cecilia Representative

Date Signed

Event Date: _____

Number of Tables (\$15 each): _____ Number of Chairs (\$10 per set of 8): _____

Total Rental Cost: _____

Please sign and return copy of this agreement and your deposit to:

St. Cecilia Parish Office
434 Norton Road
Columbus, OH 43228
(614) 878-5353

For St. Cecilia Church Use Only

Date Received: _____

Authorization: _____