

CHURCH OF ST. MARTIN-IN-THE-FIELDS

8000 St. Martin's Lane
Philadelphia, PA 19118
(phone) 215.247.7466 (fax) 215.247.2638

Event and Space Rental Contract

Please contact Ellen Doster in the church office to obtain space availability prior to filling out this form. One form should be used for each event or class series.

Organization and Contact Person:

Contact phone: _____

E-mail: _____

Rooms to be used:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Church | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Parish Hall | <input type="checkbox"/> Hilary House |
| <input type="checkbox"/> Houston Room | <input type="checkbox"/> Other rooms (by arrangement only) |
- _____

This is a:

- One-time Use event (see facility fee schedule)
 Recurring/Series of classes/sessions
(Spaces are charged \$25 per hour, with an additional \$75 facility-use set up fee)

Rehearsal schedule (if applicable):

Day of week, date and time (beginning and ending):

Event date(s):

Day of week, date and time (beginning and ending):

We will require the use of the organ/piano (*circle one*) and will contact Mr. Meyer as stipulated in the "Special Terms for Concert Use" form.

Note: The organ and piano are always kept in "decent" tune; if you want recital standard tuning, a fee will be charged.

- Yes Please arrange to have the organ/piano tuned.
 No

We will require the platform furnishings to be removed at an additional cost of \$90.

- Yes No

Additional Set Up instructions:

Space fee: _____

Facility-Use fee: \$75 (*for recurring events*): _____

Estimated Sexton/Security charge (*for single-use events*): _____

Additional fees (platform clearing/ piano or organ tuning): _____

Total fee: _____

Signature: _____

Name: _____ Title: _____

Organization: _____

Date(s) of Event: _____

Date signed: _____

Return one copy, along with payment to:

Ellen Doster
Church of St. Martin-in-the-Fields
8000 St. Martin's Lane
Philadelphia, PA 19118
edoster@stmartinec.org
215.247.7466 x115