

Rental Agreement

Monsignor Lane Pastoral Center St. Brigid's Church

43 North Prospect Street • P.O. Box 424 • Amherst, MA 01004-0424 • (413) 256-6181

Organization / Group: _____

Profit or non-profit Profit Non-profit

Contact Person: _____

Address: _____

_____ Phone: _____

Person in Charge of Function: _____

Address: _____

_____ Phone: _____

Date of Use: Mo: _____ Day: _____ Yr. _____ **Time:** From: _____ Until: _____

Type of Function (Check one):

- Reception Dance Show Meeting Concert Class
 Other. _____ Fund raiser Tickets being sold No charge for event

Caterer: _____

Address: _____

_____ Phone: _____

Check One:

- Alcohol served No alcohol Alcohol sold

If alcohol is served or sold, insurance policy number and insurer _____

Approximate number of people expected to attend: _____

Rental Fees: Per Day

- Auditorium (includes stage, lounge area, and 4 restrooms) \$1,000.00
 Kitchen \$300.00
 Classroom \$200.00 ea.
 Church \$600.00
 Parishioner Discount

(St. Brigid's Parishioners - 25% discount) \$ _____

10% Deposit (non-refundable) \$ _____

\$500 Security Deposit \$ _____

Balance Due 24 hrs prior to function: \$ _____

Approved by Pastor

Date _____ Signature _____

**YOU MUST PROVIDE YOUR OWN INSURANCE TO RENT ANY OR ALL OF THE FACILITIES.
THERE IS NO SMOKING PERMITTED IN THE BUILDING**