

**LATVIAN LUTHERAN CHURCH OF BOSTON
FACILITIES USE REQUEST FORM**

Today's Date _____ Requested Rental Date(s) _____

Purpose/Type of Event _____

Time(s) Requested _____ (include set-up and clean-up time)

Number of people expected _____

Alcohol Served? ___yes ___no

Room(s) requested: ___ Banquet Hall ___ Stage ___ Conference Room
___ Church / sanctuary ___ Downstairs classrooms (number/seats: _____)

Kitchen Use: _____ access _____ cooking (additional fees apply)

Early access? ___yes ___no Early access must be requested when this form is submitted and will be assessed an additional fee per hour of early access.

Equipment requested:

_____ Round Tables _____ Chairs _____ Long Tables ___ Podium

_____ Piano (may not be removed from Banquet Hall stage)

_____ Organ (in Church only) ___ Video Screen

Other needs: _____

Services requested (Additional fees charged as appropriate):

Custodian (Required) _____ Pianist/Organist _____

Minister _____

Tuning of piano/organ _____

Recommendations for caterers and musicians familiar with our facilities available upon request.

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Total Fees Quoted To Requestor by Church Administrator:

Building / Equipment Fees \$ _____ Service Fees \$ _____

Refundable Security Deposit Fees \$ _____

**(LATVIAN LUTHERAN CHURCH OF BOSTON
FACILITIES USE REQUEST FORM – p.2. -)**

Requester _____

Title (if applicable) _____

Organization (if applicable) _____

Organization type: for profit non-profit religious other

Phone1 _____ Phone2 (Cell) _____

Fax _____

Email _____

Address _____

City _____ State _____ Zip _____

Reservation is confirmed when deposit is received and rental contract is signed by both parties.

By signing this application renter is requesting a reservation to be made according to the above information. Upon confirming availability of space and services requested, requesting Renter agrees to pay the security deposits specified herein and enter into a rental agreement with the Latvian Lutheran Church of Boston. The Latvian Church reserves the right to deny the use of a facility to any person(s), organization, group, entity or other party for any reason whatsoever, with or without cause. NOTHING HEREIN SHALL OBLIGATE THE LATVIAN

LUTHERAN CHURCH OF BOSTON TO ENTER INTO A RENTAL AGREEMENT WITH THE REQUESTER OR ANY OTHER PERSON, AND THIS FACILITIES USE REQUEST FORM SHALL NOT BE CONSTRUED TO BE A CONTRACT BETWEEN THE REQUESTER AND THE LATVIAN LUTHERAN CHURCH OF BOSTON.

Requester _____ (sign & date)

Church Administrator _____ (sign & date)

SEND TO: LATVIAN LUTHERAN CHURCH OF BOSTON
58 Irving Street, Brookline, MA 02445
Tel 617-232-5994 / Fax 617-232-2930
trimdasdraudze@aol.com

(LATVIAN LUTHERAN CHURCH OF BOSTON

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For Church Use

Rental Amount Due \$ _____

Reservation Deposit (30% of Total Fee) Paid

_____ Cash / Check / Money Order Receipt # _____
Date Amount Balance

Security / Damage Deposit

_____ Cash / Check / Money Order Receipt # _____
Date Amount Balance

Paid on Acct:

_____ Cash / Check / Money Order Receipt # _____
Date Amount Balance

_____ Cash / Check / Money Order Receipt # _____
Date Amount Balance

_____ Cash / Check / Money Order Receipt # _____
Date Amount Balance

Paid in Full _____ **Date** _____

LATVIAN LUTHERAN CHURCH OF BOSTON
Checklist

Required for Facility Rental:

____ Proof of Insurance Certificate showing Latvian Lutheran Church of Boston as Additional Insured. Must be submitted no less than 30 days prior to event.

____ Completed Facilities Use Request Form

____ Signed Rental Agreement and Reservation Deposit (30% Total Fee)

____ Event Staff List with contact numbers, detailed event schedule, type of decorations

____ Proof of Liquor Insurance if caterer or bartender will be serving alcohol. No Liquor Sales are permitted.

____ Trash Removal & Clean-Up (required as a condition precedent to receiving refund of reservation deposit fee). The venue may be digitally photographed before and after event to use for post-event comparison.

____ (Damage Inspection) (Before security deposit returned.)