



1701 E. Saginaw St. Lansing, MI 48912 | Phone: 517-482-7341 | Email: amy@holytrinity-lansing.org

Rental Application For Small Events - Public

(Weekday events or small events under 75 Guests)

Applicant Name		Purpose of Rental	
Applicant Address		City	State Zip
Telephone #	# of Guests	Event Date	Length of Event

Name of Caterer

Item	Description	Rental Fee	Check items requested
Security Deposit	Refundable if all areas are returned in same condition as found the day of rental.	\$250	<input checked="" type="checkbox"/>
Kitchen	Includes use of the appliances, prep surfaces, and refrigeration.	\$200	<input type="checkbox"/>
Social Hall	Includes use of the social hall, tables, and chairs and onsite monitoring of event by Parish representative to ensure all rules and policies are followed and building is safely secured upon completion of event.	\$300	<input type="checkbox"/>
Tablecloths	Includes tablecloths for each table requested in a color of your choosing. (NOTE: Standard vinyl covers are included at no extra fee.)	\$12/table	<input type="checkbox"/>
Table Runners	Includes table runners for each table requested in a color of your choosing.	\$8/table	<input type="checkbox"/>
Centerpieces	Includes centerpieces for each table from our inventory selection.	\$5/table	<input type="checkbox"/>
China	Includes wine glasses, plates, cups, saucers, and silverware for each place setting.	\$2/guest	<input type="checkbox"/>
Janitorial Services	Renter must clean the Kitchen & Social Hall and return all items to their proper place. Any additional cleaning needed or damage to equipment will be deducted from the security deposit.		

Applicant acknowledges that if this Application for Rental is accepted, she/he shall enter into a contract for the rental of the Parish Hall which is pursuant to and in accordance with the terms and conditions appearing in the Rental Contract. The Applicant further acknowledges that acceptance of this Application by Holy Trinity Greek Orthodox Church occurs only after both parties sign the Application below and the separate Contract for Rental, in which case the Contract shall set forth the exclusive terms and conditions of the rental, and the Applicant agrees to be bound by the terms and conditions of said Contract.

Applicant Signature

Date

Approved by

Date