

ST. JAMES ARMENIAN CHURCH  
816 Clark Street, Evanston, IL 60201  
847.864.6263

Nishan Hall Rental Agreement - Rules and Regulations

1. Rental fee is \$300 for St. James dues paid members and \$500 for non-dues paid members, clubs or organizations.
  - a. Rental fees are based on 4 hours of usage; extra 20% charge for each additional hour.
  - b. User will be allowed 3 hours for set-up purposes.
  - c. Fee includes light kitchen usage such as preparation of coffee or warming of food prepared elsewhere.
  - d. Fee may be waived by pastor and/or Parish Council for public lectures regarding the Armenian Church, Armenian history and culture.
2. Full rental fee and \$200 security deposit must be paid two weeks prior to the event.
3. Anyone wishing to serve alcohol must be approved by the Parish Council, and, the renter will be responsible for paying for an insurance rider for the event.
4. Activities must terminate by midnight, with the hall vacated by users no later than 1:00 AM.
5. Use of the hall on Sundays shall not commence before 3 PM - including set up, decorations, and kitchen use.
6. St. James will arrange tables and chairs as requested, with one week's advance notice. Table coverings and decorations are the responsibility of the user.
7. No wall or ceiling decorations are allowed. All table decorations must be removed after the event.
8. Use of the church piano and audio systems are subject to prior approval; audio volume will be subject to church control.
9. Exits must **not** be obstructed at any time.
10. All caterers must be approved.
11. Gambling is strictly prohibited.
12. Whenever a large number of children are expected, user must provide for their proper supervision.
13. The renter has the responsibility to leave the rented area in the same condition as received.
14. No smoking and no candles are allowed in the hall.
15. All trash needs to be removed and put in the waste receptacles in the alley.
16. Other: \_\_\_\_\_  
\_\_\_\_\_

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Activity: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Time: Preparations begin: \_\_\_\_\_ Event begins: \_\_\_\_\_ Event concludes: \_\_\_\_\_

I acknowledge that I have read the above Rules and Regulations carefully and I will conform to the provisions set forth:

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Approval of Pastor or Parish Council \_\_\_\_\_