

GUIDELINE ACCEPTANCE FORM FOR USE OF SOUTH FERRY CHURCH

In an effort to maintain the beauty of South Ferry Church we ask that you read and understand the following GUIDELINES AND RESPONSIBILITIES

RESERVING THE CHURCH

The South Ferry Church may be booked by contacting K. C. Bishop at 401-345-6570, discussing your event, and completing the Rental Agreement Form.

RESPONSIBILITIES OF RENTER

Your responsibilities as a renter include:

- Reading and understanding these GUIDELINES and returning the rental agreement form with your signature to K. C. Bishop. (Your original signed acceptance of these guidelines will be kept on file as confirmation of your reservation. Please retain a copy for your files.)
- Remaining in attendance throughout the duration of your reservation and serving as the host for your attendees during this time.
- Arranging for someone to meet any deliveries or others helping you with set-up for your event.
- Ensuring that absolutely no adhesive material or nails are used in the church. Hooks are provided for floral decorations along the windows and at the church front. Floral arrangements may be hung at the ends of the pew by tying them in place. Runners may be used but cannot be secured to the floor via tape. Small hooks are located at the end of the church aisle to secure the end of your runner. NOTE: Any evidence of adhesive or nailing will forfeit your damage deposit.
- Handling all clean up and ensuring the facility is left in the condition in which you found it.

RENTAL FEE

Because funds are deposited into different accounts, we ask that you write two checks made out as follows:

Church Rental Fee: \$500.00 to Friends of the South Ferry Church Association

Church Damage Deposit: \$100.00 to Friends of the South Ferry Church Association

Total Fee: \$600.00

Please do not send one check for the entire amount or it will be returned to you to separate as outlined above. Your original check for your damage deposit will be returned to you after satisfactory inspection of the church following your event. In the case of multiple advance bookings within a calendar year, a negotiated rental fee can be arranged and only one \$100 damage deposit would be required.

CHURCH SPECIFICS

- You must provide your own minister and organist
- 28 pews (seats approximately 150 people)
- Aisle is 36 feet long
- Two standing candelabra – 7 candles each, 7/8” diameter
- Small pump organ at front of church
- Various electrical outlets

ACCESS

If you should arrive to find that the church is locked, please call David Krebs (401-640-3028) to open the door.

ALCOHOL POLICY

There are absolutely no alcoholic beverages allowed on church property with the exception of wine for communion.

CANCELLATIONS

If for any reason you wish to cancel your booking, it is your responsibility to contact K. C. Bishop at 401-345-6570. If notification of cancellation is made one month prior to your event, a full refund will be returned to you. Any cancellations made past the one-month deadline will forfeit the entire rental fee.

INFORMATION AND QUESTIONS

For information or questions regarding South Ferry Church, contact K. C. Bishop at 401-345-6570.

Forms And Payments Should Be Forwarded To:

K. C. Bishop
Friends of the South Ferry Church
PO BOX 831 Saunderstown, RI 02874

RENTAL AGREEMENT

Reservation Date(s): _____

Reservation Time(s): _____

Contact Person: _____

Organization: _____

Address: _____

Telephone Number: _____

Description of Event: _____

Fee: ___ \$600.00 (to be paid as previously outlined) _____

Rental Authority: _____

Signature of Renter: _____

Please note by signing this form you agree to abide by all guidelines as outlined on our guideline acceptance form.

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