



St. Mary Magdalene Episcopal Church Wheaton Parish

Special Event Usage for Members Special Events: Rates for One Time Only Special Events

	1- 3 Hours per Usage	3 – 6 Hours per Usage
Undercroft – Fellowship Hall	\$350	\$550
Chapel	\$100	\$25 each additional hour
Kitchen	\$50	\$50
Organist \$250 (Bench fee) Sexton \$200 (up & down) Bulletins \$150 per 300		

Typical Member Wedding **Total \$1200**

(Includes: Fellowship Hall (6 hrs), Kitchen, Sexton, Organist, Bulletins)

Typical Member Funeral **Total \$1000**

(Includes: Fellowship Hall (3 hrs), Kitchen, Sexton, Organist, Bulletins)

Typical Member Family Celebration **Total \$600**

(Includes: Fellowship Hall (3 hrs), Kitchen, Sexton)

1. Usage for a one time only special event will require a deposit of \$300 at time of application.
Final payment is required one week before the event. Charges for additional Sexton cleanup will be assessed as required.
2. There will be allowance for one hour set up time and one hour clean up time.
3. Usage of the Undercroft does not include use of the ovens or stoves for cooking of food. The ovens may be used for an additional
4. fee. Usage of tablecloths, plates, utensils, etc. of SMM is not permitted.
5. Maximum number of persons permitted in the Undercroft is 200.
6. Users are responsible for replacing or repairing any items that are damaged during its use of the building.
7. No smoking or alcoholic beverages allowed.
8. Children will be supervised at all times.
9. All tables and chairs must be put back in original location.
10. All trash must be bagged and placed in trash receptacles outside. Recycle as appropriate.
11. All items damaged must be replaced, or repaired, or paid for by the renter. In order to repair or replace, SMM must be consulted prior to making arrangements for repair or replacement of items.
12. Fees Organist, and Sexton are not included in church costs and must be paid in advance.
13. Report all accidents/incidents in writing to SMM immediately
14. Fire/accident: Contact 911 immediately!
15. Individual on contract to use the space must supervise and remain on site for the entire event.
16. A representative of SMM will be on site for the entire event.
17. A separate use application/contract will be provided.



St. Mary Magdalene Episcopal Church Wheaton Parish

St. Mary Magdalene Episcopal Church **Covenant of Understanding**

This agreement is between St. Mary Magdalene Episcopal Church, Wheaton Parish, and _____
for the use of the building, as follows, for the specified time:

Date of Event:

Purpose of Use: Special Event

Time of Use:

Rector's services:

Musician's services:

[For Funeral or Wedding]

Prayer Book service? _____ Communion? _____ Approx. # Guest _____

Rental/Service Fees

Rental Fee: \$
Sexton Fee: \$
Organist Fee: \$

This money can be paid either by cash, online, or by check. [If the latter, please make out separate checks, one to St. Mary Magdalene Episcopal Church (with indication of purpose in the Memo line) and (if applicable) one each to directly to Carlos Castillo (sexton),

I/we have read and agree to the terms and conditions set forth above.

Sign: _____ Date: _____

Print: _____

Person Responsible for Agreement (as listed at top of page)

Sign: _____ Date: _____

Print: _____

Rector / Senior Warden / Junior Warden / Office Assistant

[Receipt of Payment is found on the back.]



St. Mary Magdalene Episcopal Church Wheaton Parish

Receipt of Payment

Security Deposit [to be returned after event if premises are left in good condition]:

Paid: \$300 Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

Rental/Service Fees Paid in Full:

Rental Fee

Paid: _____ Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

Sexton Fee

Paid: _____ Method (circle one): Cash / Check
[Date of check: _____ Check #: _____]

Organist Fee

Paid: _____ Method (circle one): Cash / Check
[Date of check: _____ Check #: _____]

Donation to Rector's Discretionary Fund

Paid: _____ Method (circle one): Cash / Check/Online
[Date of check: _____ Check #: _____]

I/we acknowledge payment for rental of space and services provided.

Sign: _____ Date: _____

Print: _____

Person Responsible for Agreement (as listed at top of page)

Sign: _____ Date: _____

Print: _____

Rector / Senior Warden / Junior Warden / Office Assistant