

Unitarian Universalist Church of Delaware County Rental Agreement

Please complete this form and return it promptly so that your requested date(s) can be reserved. A 50% deposit is required to hold our facilities and should accompany this application. Final payment is due one week prior to your event. Checks should be made payable to "UUCDC". If you have questions, contact the church office at 610-566-4853, Monday to Friday from 9 - 2:30.

Mail completed application to: UUCDC, 145 W. Rose Tree Road, Media, PA 19063.

CONTACT INFORMATION

Name: _____ Organization: _____

Non-Profit: Yes ___ No ___ UUCDC Member: Yes ___ No ___

Address: _____

Phone: (Day) _____ (Evening) _____

Contact Person for Event (if not the person named above is unavailable)1: _____

Phone: (Day) _____ (Evening) _____

EVENT INFORMATION

Type of Event: _____ Date(s): _____

Number of people attending: _____ Time: From _____ To _____

Will an attendance fee be charged? Yes ___ No ___

Room(s) requested:

Food Involved: Yes ___ No ___ Catered:: Yes ___ No ___

Additional equipment being used: _____

Any additional information regarding space use: _____

If a further reduction in rate is required, outline the reasons here: _____

Signed: _____ **Date:** _____

UUCDC Use only

Total fee quoted: \$ _____ By: _____ Date: _____

50% deposit received: \$ _____ By: _____ Date: _____

Balance received \$ _____ By: _____ Date: _____

Key deposit received: \$ 25.00 By: _____ Date: _____

Key Deposit Returned: \$ 25.00 By: _____ Date: _____

¹ This person is responsible for setting up and cleaning up after activities, and is the liaison with any caterers and outside parties, if these duties are not performed by the primary renter.