

Old Chatham Monthly Meeting
Of the Religious Society of Friends (Quakers)
 539 County Route 13, P.O. Box 165, Old Chatham, NY 12136

CONTRACT FOR USE OF THE MEETING HOUSE

A security deposit of \$100 is required for all non-OCMM-sponsored events and ongoing class series/meetings. We request that the security deposit be provided one to two weeks in advance of the event or start of the event series.

SUGGESTED PAYMENT AMOUNTS

\$25	1-2 hours
\$50	Half day
\$75	Full day
\$100	Outside event with greater than 50 attendees, per day
Additional \$10	Kitchen use: Cooking and catering
	Host fee

NAME OF GROUP, ORGANIZATION, OR INDIVIDUAL ENTERING THIS CONTRACT: _____

CONTACT INFORMATION: CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____

ADDRESS: _____

I have read the Lease Policy and I (and my organization) agree to comply.

SIGNATURE: _____

INSURANCE POLICY ATTACHED: YES: _____ No: _____

DEPOSIT APPLIED: \$ _____ DATE: _____

SUGGESTED PAYMENT AMOUNT: \$ _____ DATE: _____

\$ _____ DATE: _____

\$ _____ DATE: _____

HOST FEE: \$ _____ DATE: _____

TOTAL DUE: \$ _____ DATE: _____

FOR HOSPITALITY COMMITTEE:

HOST NAME: _____ ROOM USED: ___ FDS ___ MEETING ___ BOTH

INSPECT FOR COMPLIANCE, DAMAGE, NEED FOR MORE CLEANING, COMPLETED, DATE: _____

DEPOSIT RETURNED: AMOUNT: \$ _____ DATE: _____

SIGNATURE _____