

# UUCB Rental Contract

Unitarian Universalist Church of  
Birmingham

4300 Hampton Heights Drive  
Birmingham Alabama 35209

Phone: 205-945-8109  
E-mail: office@uucbham.org

## Rental Fees

Sanctuary \$450 (4 hour Rental) \_\_\_\_\_  
(includes Kitchen)

Additional hours \$100 per hour \_\_\_\_\_

Lg. Meeting Rm. \$40 per hour \_\_\_\_\_  
(minimum 4 hours)

Sm Meeting Rm. \$30 per hour \_\_\_\_\_  
(minimum 4 hours)

Piano \$75 flat rate \_\_\_\_\_

### \*Building

Coordinator Fee \$100 flat rate \_\_\_\_\_

\*Sexton fee \$20 per hour \_\_\_\_\_  
(required to have the Sexton for at (1) additional  
hour to assist in cleanup)

Security Deposit \$200. \_\_\_\_\_  
(Returned after room is accessed as clean)

Total fees \_\_\_\_\_

Deposit (1/2 to hold reservation) \_\_\_\_\_  
(Date\_\_\_\_\_)

Final payment \_\_\_\_\_  
(Date\_\_\_\_\_)

Security Deposit returned  
(Date\_\_\_\_\_)

**\* fees for Building Coordinator  
(50% due with signed agreement)  
and Sexton (full payment at time of rental)  
are to be paid directly by the renter.**

Note: Cancellation fee: \$100  
Change of date fee: \$25

Rentals on Holidays and  
Holiday Weekends will have an  
additional \$50 fee for sexton.



UNITARIAN  
UNIVERSALIST  
CHURCH OF  
BIRMINGHAM



## Renter Information

Today's Date \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Date (s) of Rental \_\_\_\_\_

Time of Rental \_\_\_\_\_

Number of Guests expected \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## Conditions of Contract

Will alcohol be served at this event? \_\_\_\_\_

If "Yes" renter must provide proof of liability insurance in the amount of \$1,000,000 (one million dollars). UUCB must be listed as additionally insured (please attach proof to contract).

UUCB doesn't not allow the sale of alcohol on the property at any time.

A certified Security Officer is required at the renter's expense for Alcohol consumption on the property. (Security recommendations are available upon request.)

A 50%.deposit with a signed contract is required to hold requested date. Rental balance and Security deposits are due at least fifteen (15) days before your event.

The UUCB reserves the right to cancel any scheduled event if found to be misrepresented or opposed to UU principles. During the event, the Sexton reserves the right to end the event for unruly behavior or misrepresentation of purpose for rental.

\_\_\_ Renter agrees to comply with contract

\_\_\_ Renter agrees to honor the time of rental and end event in the time contracted.

\_\_\_ Renter agrees alcohol will not be served to minors or persons visibly intoxicated.

\_\_\_ Absolutely no use of illegal drugs are permitted on the church grounds or in the building.

\_\_\_ No smoking in the building or on the balconies.

\_\_\_ Renter agrees to contract (1) certified Security Officer for the first 100 guests, and an additional (1) up to 200 guests when alcohol will be served.

\_\_\_ Renter understands set up for event may be arranged during office working hours if available, any extra time required for set up or tear down will necessitate additional hours of a paid Sexton (\$20/hour)

\_\_\_ Piano and Pulpit are not to be moved for any reason. Moving these will result in loss of deposit.

\_\_\_ Renter acknowledges any unruly behavior or fighting will result in the party immediately ending with no return of security deposit.

\_\_\_ Security deposit will be released when the room is inspected and determined that no damage has resulted.

\_\_\_ Security deposit will be kept if the renter does not assist in putting the room back in the set up required.

The renter agrees to assume all responsibility for any accidents resulting in injury to persons or damage to property during its occupancy of the facilities. In this regard, the renter does hereby further agree to release the UUCB, its officers, members, employees and agents jointly and severally, from any and all claims, causes of action, injuries, damages, costs, or expenses arising out of its use of the UUCB property and facilities including, without limitation, those based upon death, bodily injury, and property damage including consequential damages. The undersigned renter agrees further to indemnify and save harmless the UUCB, its officers, members, employees and agents jointly and severally from any such costs, damages, including consequential damages, expenses, and legal fees which may at any time arise in the future in connection with the use of the UUCB property and/or facilities by the undersigned organization renting the UUCB's facilities.

I have received, understand, and agree to follow UUCB's Building Use Policy and terms of this Rental Contract.

Renter's  
Signature \_\_\_\_\_

Church  
Representative \_\_\_\_\_