



CHRIST
CHURCH UCC

We embrace all as we journey the way of Jesus

15 S. Fort Thomas Ave. • Fort Thomas, KY 41075

Building Facilities and Equipment Contract

ONE TIME RENTAL

Date of Use: _____ Time of Use: _____

Type of Use/Event: _____ Approx. # of People: _____

Contact Name: _____

Group (if applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

\$100 check deposit due with application (Check will be returned if space is left as found)
Balance due 14 days before event date by check only. Checks payable to "Christ Church"

Please mark the facilities to be used and note the member/non-member price:

- ☐ **Hoffman Hall (includes kitchen):** Members-\$300 flat charge (\$400 if not left as found)
Non-members-\$500 (\$600 if not left as found)
- ☐ **Sanctuary (funerals):** Members-\$200 flat charge (Free if less than 50 guests)
Non-members-\$300 (\$400 if not left as found)
- ☐ **Other Rooms:** \$100 flat charge (Parlor, Conference room, etc.) Room _____

Alcohol must be supplied by a caterer with a state liquor license.

Caterer: _____ Permit to dispense alcohol? _____

Mailing Address: _____

Contact Information: _____

Setup/Other Instructions: _____

I agree to the following in regard to the use of the facilities of Christ Church, UCC:

The building will be left in the same condition that it was when the group/individual came into the building. If damage to the facility or its furnishing is incurred during the time of use by the group/individual, the group/individual will be responsible for payment for restoration to the original condition.

Applicant signature: _____ Date: _____

Representative of Christ Church UCC: _____ Date: _____

\$100 Deposit Date received: _____ Balance: \$ _____ Date received: _____

***Christ Church would appreciate the use of products that are reusable or made from recycled materials.
We have blue recycling trash bins for recyclable materials throughout the church. Thank you!***

phone: (859) 441-2565 • **email:** office@christchurchft.org • **website:** www.christchurchft.org