

EPIPHANY LUTHERAN CHURCH
SPECIAL EVENTS CONTRACT/SCOPE OF SERVICES

Supplier Name: **Epiphany Lutheran Church (“Supplier”)**

Supplier Contact Information:

Contact Name: Pamela Ash
Contact Address: 9122 Sybert Drive, Ellicott City, MD 21043
Contact Phone (office): 443-561-5916

Renter Contact Information: _____ (**“Renter”**)

Contact Name: _____
Contact Address: _____
Contact Phone (office): _____

Name of Event: _____

Date(s) of Event: _____

Event Start Time: _____

Event End Time: _____

Location of Event: Church Sanctuary Outdoor Chapel Fellowship Hall

Renter Responsibilities:

- Renter must clean up after themselves. This includes the removal of any trash or food brought on to the premises.
- The Piano is kept in tune. If any additional tuning is wanted, it is at the expense of the renter and must be done by Maryland Piano. (Contact information for Maryland Piano is available upon request)

The Renter will be utilizing the venue Sanctuary. The fee schedule for the venue use is Two Hundred Dollars (\$200.00) for the first four (4) hours of use. Additional time will be charged in one hour increments. Each additional hour will be charged at Twenty-Five dollars (\$25.00) an hour.

Payment Schedule. Payment will be made in-full prior to the start of the event. Payment will be made in the form of a check made payable to **Epiphany Lutheran Church** and will be collected prior to event start.

AGREED TO & ACCEPTED:

Epiphany Lutheran Church

Renter

By: _____

Name: _____

Name (printed) _____

By: _____

Name (printed) _____

Title: _____

Title: _____

Date: _____

Date: _____