

St. Philip's Church
Episcopal Diocese of New York
Serving God and Community Since 1809
204 West 134 Street
New York, NY 10030
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SPACE LICENSE

Deposit and Final Payment: A mandatory 25% deposit is required to secure your date. The deposit is required three (3) months prior to the event in the form of cash, certified check, or money order payable to St. Philip's Church. The final payment is due three (3) weeks prior to the event. Once the deposit has been received, the license date is confirmed. Cancellations must be made at least three (3) weeks in advance of license date. 50% of the deposit will be refund upon a timely cancellation. The deposit shall be non-refundable if the licensee fails to make a timely cancellation. Please review the rules and regulations below and initial each one.

Date of Application: _____ Licensee is an Organization. an Individual

Name/Organization: _____

Contact Person's First Name: _____ Last Name: _____

Contact Phone #: _____ Emergency Contact Phone # _____
(Please indicate whether cell © or home phone (HP).)

Address: _____ Apt # _____ City: _____ State: _____ Zip Code: _____

Email Address: _____

License Date: _____ Requested Time Period from: _____ a.m. to: _____ a.m. Total Hours _____
 p.m. _____ p.m.

License Space Requested: Sanctuary Undercroft Garden Type of Event: _____

Anticipated Number of People: _____ Admission Fee: Yes No. Is this a recurring event? Yes No.

Signature: _____

License Rules and Regulations

- _____ The licensee must provide a phone number as well as an emergency contact number.
- _____ In case of an emergency, the licensee or representative must be available for contact during the date and time contracted above.
- _____ The licensee must remain on the premises for the entire function.
- _____ License is not transferrable.
- _____ Fees associated with the space rental as per St. Philip's Fee Schedule represent the total cost for space license.
- _____ License is responsible for maintenance and housekeeping of the license space - trash bagged and discarded. All decorations, food and drinks used during the event should be properly discarded. Licensed space is to be restored to its original condition.
- _____ Any damages incurred during the event becomes the responsibility of the licensee.
- _____ Confine music to the rental space and at a level not disruptive to the neighborhood.

FEE SCHEDULE

Space use fees:

Sanctuary	<input type="checkbox"/> \$140/hr	<input type="checkbox"/> \$ 75 piano	Total: \$ _____
Garden	<input type="checkbox"/> \$ 60/hr		Total: \$ _____
Undercroft + Kitchen	<input type="checkbox"/> \$150		Total: \$ _____
(includes bathroom)		\$100 Kitchen Deposit*	Total: \$ _____

*Required \$100 refundable deposit: Kitchen is to be cleaned of all event use. Deposit covers non-compliance. The refund of the Kitchen Deposit will be made within thirty (30) days after the event.

Professional services:

Church Organist	<input type="checkbox"/> \$ 50/hr	<input type="checkbox"/> Church Service \$200	Total: \$ _____
Church Soloist	<input type="checkbox"/> \$ 50/hr	<input type="checkbox"/> Church Service \$200	Total: \$ _____
Church Choir	<input type="checkbox"/> \$150/hr	<input type="checkbox"/> Church Service \$600	Total: \$ _____
Clergy	<input type="checkbox"/> \$100/hr	<input type="checkbox"/> Church Service \$400	Total: \$ _____
Sub Total Due:			\$ _____

Other Fees: Outside functions:

Undercroft w/admission charge	<input type="checkbox"/> \$175/hr	Total: \$ _____
Undercroft w/o admission charge	<input type="checkbox"/> \$150/hr	Total: \$ _____
Sexton	<input type="checkbox"/> \$25/hr	Total: \$ _____
Sub Total:		\$ _____

Total Amount Due: \$ _____

Access to the undercroft, sanctuary, or garden is available one hour prior to the event. For first hour preparation time, there is no charge. Any additional time, \$50 per hour plus the sexton's fee.

A 25% money order, certified check, or cash deposit is due three (3) months prior to the event.

Deposit Date: _____ Amount: _____ Cash Certified check Money Order

The final payment is due three (3) weeks prior to the event. Only money order, certified check, or cash will be accepted.

Final Payment Date: _____ Amount: _____ Cash Certified check Money Order

A fee of \$100 is due if event is cancelled in less than three (3) weeks prior to the event.

* The \$100 kitchen deposit will be returned one week after the event if renter has complied with kitchen rental requirements.