ST. SAVA SERBIAN ORTHODOX CHURCH OF BOSTON

41 Alewife Brook Parkway • Cambridge, MA 02140 • 617-674-4035 • www.stsavaboston.org

Function Hall Rental Policy

The following Rental Policy contains important information regarding the use of the St. Sava Serbian Orthodox Church of Boston, Inc. ("SOCB") function hall. It is imperative that you read and review the items listed. Please note that applications for hall rental must be completed and submitted within 30 days of the desired rental date, unless otherwise agreed by the SOCB. If you have any questions regarding the St. Sava function hall and rental policy, please contact the church office at (617) 876-0707.

1. Indemnification / Hold Harmless

By executing the application form, the applicant is the responsible renting party ("APPLICANT"). The APPLICANT agrees to indemnify and hold harmless SOCB, its agents, employees, and Church Board Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the APPLICANT's use of the facilities.

2. Insurance

It is recommended that individual applicants have their own general liability coverage for the rental use. This is usually included in homeowner policies and in many renter's insurance policies (please check with your insurance broker or company). Please note that if an incident occurs during your rental, you are individually liable for any damages incurred, unless the incident was caused by the willful acts or omissions or gross negligence of SOCB, its employees, agents, licensees or contractors.

An APPLICANT, which is an organization, must carry public liability insurance in an amount no less than $1,000,000 per occurrence and must provide a copy of the policy statement with an expiration date past the event date. Please note that if an APPLICANT is an individual applying for rental on behalf of an organization that is not registered with the United States Government, then they fall under the conditions of the preceding paragraph.

3. Application

Function hall rental applications may be obtained from our website or by calling the church at the number above. All rentals, whether by parishioners, non-parishioners or organizations, require an application. No rental shall be considered until a completed and executed application is submitted to SOCB together with the appropriate fees (including the security deposit). All rentals are subject to the approval of SOCB.

4. Availability and Fees

The SOCB function hall is normally available for rental on Saturday (any time), Sunday night and weeknights. A standard rental fee rate and duration applies, as set out in the "St. Sava Church Hall Rental Rates" sheet, which may be obtained by contacting SOCB. Please be aware that if your event is not a private function, an entertainment license from the city of Cambridge, MA must be taken out and provided to SOCB when rental fee is paid in full. A Letter of Permission must be obtained from an authorized representative of SOCB before a license may be granted by the City of Cambridge.

> The Commonwealth of Massachusetts defines entertainment as "theatrical exhibitions, public shows, public amusements and exhibitions of every description." A license should be obtained from the City of Cambridge if an event:
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> - will have entertainment rather than academic learning as its main purpose **AND**
> - will include either an admission fee/mandatory donation OR the serving of alcohol. The cost of a one-day Entertainment license as of 12/31/06 is $40.00. This fee is subject to change by the City of Cambridge.

The rental fee must be paid in full at least thirty (30) days prior to the rental date. If the rental fee is not received by this time, the rental is subject to automatic cancellation.

5. Security Deposit

A security deposit is required for all rentals. The amount of security deposits is set out in the "St. Sava Church Hall Rental Rates" sheet. The security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function provided that all of the guidelines have been adhered to and no damages were incurred during the rental period.

6. Damages

Any damages that occur to the facility as a direct result of the APPLICANT's rental will be deducted from the security deposit. If the amount of damages is more than the security deposit, the APPLICANT will be responsible for and agrees to pay all costs to return the hall to its original condition, including the replacement of any damaged appliances and missing supplies.

7. Cancellation

A written cancellation request must be received by the Church office. Refunds will occur as follows:

Written Cancellation Received:	Refund of security deposit and rental fee paid:
More than 30 days prior to rental date	In full
Between 15 and 30 days prior to rental date	Less $100 cancellation fee
Between 7 and 14 days prior to rental date	Less $200 cancellation fee
6 days or fewer prior to event	*No Refund*

8. Capacity

The maximum capacity of the St. Sava function hall is 300 people. Capacity based on configuration is:

Three hundred (300) people in an auditorium-style configuration.
Three hundred (300) people in a banquet configuration with the stage area reserved for band use or dancing.
Two hundred fifty (250) people in a banquet configuration with stage use and additional dance floor space.

9. Religious Ceremonies

No religious ceremonies, other than those of the Orthodox Christian Faith, may be performed in the function hall or anywhere on SOCB premises.

10. Church Fasting Periods

If the rental occurs during a Lenten period of the Church, fasting must be observed at your event. Specifically, meat and foods containing dairy products and eggs may not be served, and dancing may not be part of your function.

11. Hall Set-Up

The hall will be set up based on your written request and diagram provided to the rental committee no later than ten days prior to the event. No changes to the hall configuration may be made once the event has begun.

12. Decorations

Decorations shall be limited to tables only. No wall or ceiling decorations are allowed. All decorations shall be reviewed with SOCB prior to the event.

13. Cooking

No cooking or grilling is allowed in the kitchen or anywhere on the SOCB property. Only the preparation of cold foods and warm up of pre-cooked hot foods in the kitchen is allowed.

14. Kitchen Use and Restrictions

The hall kitchen may be used for the preparation of cold foods and the warming of pre-cooked foods.

The APPLICANT/APPLICANT's caterer may use the following equipment: coffee pots, coffee urns, refrigerator, freezer, ice machine, stoves and ovens, and microwave (for warm up only).

The APPLICANT/APPLICANT's caterer may *not* use the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher.

15. Supplies

The base price for the rental does not include the use of SOCB supplies, including but not limited to: coffee, plates, forks, knives, spoons, napkins, cups, and table cloths. Providing supplies is the sole responsibility of the APPLICANT.

However, at the APPLICANT's request at least 10 days in advance of the rental date, SOCB can provide these supplies on quotation.

16. No Smoking / Inappropriate Use of Tables and Chairs

The SOCB function hall and all inside premises are NO SMOKING facilities, and this policy will be strictly enforced. Smoking will be allowed in designated areas outside of the SOCB church building only. The APPLICANT shall clean these areas thoroughly at the conclusion of the event.

Due to safety concerns, it is prohibited for anyone to climb or dance on tables or chairs at any time.

Any violation of this policy may forfeit your security deposit and incur additional fees. In addition, individuals violating this policy may be asked to permanently leave the facility.

17. Alcoholic Beverages

If approved in advance by SOCB, alcoholic beverages may be sold or served at no charge from a bar supervised by SOCB.

It is the sole responsibility of the APPLICANT to ensure that alcoholic beverages are served in a safe and responsible manner. Specifically:

A. Only persons authorized by SOCB will serve as bartenders.
B. All alcoholic beverages will be served from the bar area and not from any other area of the facility.
C. APPLICANT must serve food/snacks while the bar is open.
D. APPLICANT must serve coffee at least 1 hour prior to bar closing.
E. APPLICANT must provide at least 2 designated drivers for those in need at the end of the function.
F. SOCB has full control of the bar and may, in its sole discretion, refuse alcoholic beverages to any person or close the bar entirely.
G. Under no circumstances should minors be served alcohol.

If the APPLICANT will be seeking approval to sell alcoholic beverages, the following additional steps must be taken before any final authorization will be granted. Specifically:

A. The APPLICANT must have a "Special Event Liquor Liability Policy" that covers all the expected drinking-age adults.

B. The APPLICANT must have an appropriate "Liquor License" for the specific event. A Letter of Permission must be obtained from an authorized representative of SOCB before a license may be granted by the City of Cambridge. Applicants are responsible for obtaining the license prior to the event. For your convenience we have provided a summary of licensing fees. Please note these fees are subject to change by the City of Cambridge.

The cost of a Liquor License as set by the City of Cambridge is as follows (as of 12/31/06):

- $55 - One Day Beer/Wine License for 100 Persons or Fewer
- $75 - One Day Beer/Wine License for Over 100 Persons
- $100 - One Day All Alcohol License for 100 Persons or Fewer
- $120 - One Day All Alcohol License for Over 100 Persons

C. The APPLICANT must arrange for a police detail to be present for the duration of the event. All expenses are to be covered by the APPLICANT.

APPLICANT releases SOCB from any liability resulting from the use of alcoholic beverages during the APPLICANT's rental.

18. Audio/Video/Lighting equipment

The church hall is equipped with a sound system composed of speakers built in the ceiling, a CD player and a microphone. This system is sufficient for light music or for a speaker addressing the group and is included in price of rental. If your function is more demanding, we have additional Audio/Video/Lighting equipment that can be rented for functions at the church hall. Prices and description of available equipment can be found on the "St. Sava Church Hall Rental Rates" sheet, which may be obtained by contacting SOCB.

You agree to inspect the equipment upon receipt and immediately notify SOCB of any damages, malfunction or missing components so that SOCB can take appropriate measures.

Once the equipment has been handed over, it is your responsibility to ensure that the equipment is not stolen, damaged, or otherwise harmed. You are responsible for any damages, loss or theft related to the equipment until is returned to SOCB staff.

19. Clean Up

The following is critical to the security deposit refund.

The APPLICANT is responsible for the clean up of the function hall and designated smoking areas, making sure all rubbish is properly bagged and placed in the outside dumpster.

This includes the clean-up of the kitchen area and any appliances if used. Countertops, sinks and surrounding areas should be washed, coffee urn/pots should be washed, ovens and microwaves should be cleaned, floors should be swept, and trash should be placed in the outside dumpster. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without the approval of SOCB.

20. Amendments

A rental agreement requiring amendment to this policy in any way must be approved in advance, in writing by the SOCB Church Board or otherwise becomes null and void, with the Cancellation terms and conditions applied.