

Policies and Guidelines
Wedding Rental Fees
& Insurance Requirements
(Amended 11/13/2024)

Wedding rentals are available using the Chapel and other portion of St. Thomas Episcopal Church IOH facilities.

Two hour rental of the chapel (including an additional one hour rehearsal prior to the event):
\$1500
Four hour rental of the St. Thomas room for bridal use including a separate space for groom and groomsmen to dress: \$500
Four hour rental of the parish hall without kitchen: \$750
Four hour rental of the parish hall with the kitchen: \$1000
Outdoor pavilion without kitchen: \$750
Outdoor pavilion with kitchen: \$1000
Other outside spaces: price negotiable

These rental fees do not include the cost of your Certificate of Insurance or the cost for the Security detail for the event.

Rental hours are from 9 a.m. until 11:00 p.m., with access to the chapel granted in 2 hour blocks of time and access to the St. Thomas room (if applicable) and the parish hall (if applicable) granted in 4 hour blocks of time. The chapel is available for a rehearsal prior to the event for a one hour period at no additional cost.

Please fill out an inquiry form on the website. The Chapel Coordinator will follow up within 48 hours. We can hold a tentative date for up to two weeks. During that time, you have a 48 hour right of first refusal if we receive another inquiry for that date and time block. No dates are confirmed until we receive the payment and information detailed below.

Insurance:

We require a Certificate of Insurance for \$1 million aggregate, naming St. Thomas Episcopal Church Isle of Hope Georgia as an Insured. If you are serving any beer, wine or hard liquor, you must include liquor liability on the Certificate. Alcoholic beverages may only be served on the property through a provider with a valid and current license to provide and sell alcohol. (Many brides use WedSafe.com, but other wedding insurers are available.) The Church strongly encourages all renters to consider event cancellation insurance. Event cancellation insurance protects the renter's event expenses against cancellation, relocation, or postponement of the event for reasons beyond the control of the renter. The Church also strongly encourages any renters booking dates during hurricane season (June 1st through November 30th) to purchase insurance before the start of this season as insurers will not write policies when hurricanes are in progress anywhere along the east coast.

Payment Terms:

Please mail a **fifty percent (50%) non-refundable** deposit with two (2) signed copies of the contract to secure your reservation. Personal checks and cashier's checks are both acceptable. You may also pay with credit card or debit card online at our website: www.stthomasioh.org (under the give tab). Please, note on the contract if you are paying online. **The confirmed alcohol services package selection is due one month prior to the wedding.** Once the Church is provided with the final head-count, the final invoice will be generated to include the second half of the rental payment, the alcohol services package agreement total, and any additional fees when applicable. **Final payment, repair/cleaning deposit, and the certificate of insurance must be received by the Church no later than two weeks prior to the wedding.**

Initial and date here: _____

A signed contract indicates the renter has read and agrees to the Church Policies and Guidelines. These policies and guidelines are expressly made a part of the contract.

The Church incurs expenses in preparing for an event prior to the event date and consequently refunds will not be given for cancellations.

Our mailing address is:

2 St. Thomas Avenue; Savannah, GA 31406

Thank you for choosing St Thomas Episcopal Church

Initial and date here: _____

EVENTS CONTRACT

This Agreement is made by and between _____ (renter/user) and Saint Thomas Episcopal Church (hereinafter Church or St Thomas Episcopal Church) located on Isle of Hope, Georgia.

Date of the event: _____

The effective date of this agreement shall be the date duly executed by both parties

The rental rates for the use of the Chapel and any other space or facilities of the Church shall be as shown on a rental schedule attached to this agreement.

Reserving the Chapel or other spaces

In order to place an event date on hold, the Events Committee will pencil-in the date for a two week period. This will give you the right of first refusal during that period. If another prospective renter expresses a commitment to provide us with an immediate down payment for the same date during this period, we will notify you immediately and request that within 48 hours you make a deposit or forfeit the date. Please note **we will only pencil-in for one inquiry at a time. If more than one renter expresses interest, a waiting list will be formed. The event date is not booked and confirmed until a non-refundable deposit is received.**

The Church can accept credit cards as payment for events or beverage packages. Business checks, personal checks, and cashier's checks are also all acceptable forms of payment for event invoices.

A list of all vendors shall be provided to the Chapel Coordinator 2 weeks before the event. An on-site event meeting with the Events Committee and appropriate vendors may be requested during the week prior to the event. All vendors including but not limited to A/V professionals, vendors responsible for lighting, decor, catering and rental equipment, must be approved by the Church. No political events are permitted at the Church. The Church shall decline rentals for the use of its facilities for any activity, event, or other use, which, in the best judgment of the staff, will result in overcrowding, a violation of safety codes or other rules or regulations applicable to the facility, or noncompliance with the Church policies on the part of the renter. Please note that the Church incurs expenses in preparing for an event prior to the event date and consequently **refunds will not be given for cancellations.** Rescheduling is encouraged. Should an event be rescheduled, all deposits paid will be transferred to the new date.

Repair/Cleaning Deposit

The Renter must provide a cleaning deposit of \$ 500 to the Church for the purpose of covering unexpected damages during the event. This deposit must be remitted to the Church no later than two weeks prior to the event. Should there be any damage detected within the Church facilities that is beyond the scope of general event maintenance, the deposit will be used to cover the cost of repair. This includes but is not limited to damage of the Church furnishings, equipment, or plantings. Should any damage occur, the Renter will be refunded the deposit less the cost of repair. If any damages result in repair costs exceeding the \$500 repair/ cleaning deposit, the Renter will be responsible for the additional costs. If the Church facilities and contents are left in reasonable condition, the deposit will be refunded in full within two weeks of the event.

Initial and date here: _____

Insurance Requirements & Legal Terms

The Renter must provide Insurance coverage indicating general liability coverage for the event in the amount of \$1,000,000 general aggregate, indicating that St Thomas Episcopal Church at Isle of Hope Georgia is named additionally insured for the duration of the event. In no case will the facility be available without this coverage, as it serves to protect the renter and the Church. If beer or wine, will be served, "host liquor" must be included in the policy. See policies and guidelines attached hereto and made a part of this agreement for other requirements of serving alcohol on the Church property. The Church strongly encourages all renters to consider event cancellation insurance. Event cancellation insurance protects the renter's event expenses against cancellation, relocation, or postponement of the event for reasons beyond the control of the renter. The Church also strongly encourages any renters booking dates during hurricane season (June 1st through November 30th) to purchase insurance before the start of this season as insurers will not write policies when hurricanes are in progress anywhere along the east coast.

The Certificate of Insurance must be received at least two weeks prior to the event.

Insurance Company Recommendations:

Eventhelper.com
WedSafe.com

The Church will make its best efforts to make the facility available to the renter, but we reserve the right to cancel this contract if, due to a cause beyond the Church's control, it becomes impossible to perform under this contract, or to permit the renter to occupy the Church facilities. The Church will have no further liability of any nature for such cancellation and the renter hereby agrees that it shall not bring any claim or suit against the Church due to such cancellation. The Church shall not be liable for damages of any type, whether based on breach of contract, warranty or otherwise.

The renter shall be responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffering through any act or omission of the renter, the renter's employees, agents, contractors or guests in connection with its use of the Church facilities. The renter further assumes the obligation to indemnify and hold harmless the Church, its Rector, Wardens, Vestry, officers, agents and employees against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property of theirs or their guests, arising out of or suffered through any act or omissions of the renter, the renter's employees, agents and contractors or guests in connection with its use of the Church facilities. All events must comply with the rules and regulations of the Church and all county and state laws. Any type of damage to the Church's property or equipment is to be reported immediately to the representative of the Church present at the event.

Alcohol

The renter must agree to comply with and abide by all local, state and federal laws applicable to the serving of alcoholic beverages. **Due to state law, all alcohol must be purchased by and provided by a properly licensed vendor whose license is current and in good standing. No alcohol may be "carried in" for any events. St. Thomas only allows serving of beer, wine, and champagne at any events on our campus. Equally attractive non-alcoholic beverages must be served as well.** Please speak with the events staff regarding your alcohol needs. The renter shall be responsible and liable for any and all damages arising out of the use of alcoholic beverages at events. The renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at events and are not served in the Chapel.

Initial and date here: _____

Decoration Terms

Plans for decorations, including drapery, lighting, signs and banners, are subject to the Church's approval. Only masking tape may be used to affix decorations. Nails, screws, etc. may not be hammered into columns or ceilings. All decorations supplied from an outside source must be removed within two hours following the conclusion of the event. **To protect the Chapel and other Church facilities from fire, smoking is not permitted anywhere on the church property.** Open flames are not permitted on the Church premises, LED candles are preferred. Wedding parties planning a celebratory sendoff, please note that the use of sparklers is not permitted anywhere on Church property. The use of confetti, birdseed and similar items is permitted in the parking lot only. On the Church property, several other sendoff options are permitted, such as organic plant material (flower petals, leaves, lavender, herbs etc.), bubbles, glow sticks, or ribbon wands.

Load In/Load Out

Load in for the event may begin as early as 10 a.m. the day of the event. A full load out must be scheduled the night of, immediately following the event. All rental equipment and decorations brought on site must be removed from the venue within the two hours immediately following an event. This includes but is not limited to: tables, chairs, lighting, staging, dance floor, table decorations, chandeliers, table linens, A/V equipment, furnishings, and send-off items.

Event Banner Terms

Renters may hang one promotional event banner with prior approval from the Church in a designated location. Banner space is subject to availability. A banner may be hung no more than 2 days in advance of the event and must be removed no later than the following business day. These banners must be no larger than 2.5 feet wide (30") and can be any length up to twelve feet (144").

Use and Equipment Placement

Due to the complex nature of the rental equipment required, the Church encourages renters to utilize the Parish Hall or the Isle of Hope Marina for complex events such as wedding receptions. Should the renter choose to use the Church's outside areas for their event, they must provide the Church with a rain plan. The renter must either plan to move the event into the Parish Hall or have a tent on hold with their chosen rental company. The outside spaces of the Church property can accommodate tents. If the renter chooses to use uncovered Church spaces as their primary event space, they assume all risk should weather become an issue. The maximum capacity of the Parish Hall for a reception is 200 persons. **Under no circumstances may a dance floor be installed in the Parish Hall.** Additional lighting is recommended. The electricity in the Parish Hall is limited and these constraints must be considered when selecting any form of entertainment for the event.

Security Terms

The Church's events committee will coordinate security for every event held on Church property or in Church facilities. Off-duty uniformed police officers may be included in the rental rate. The Church will make the final decision as to the number of security officers required for any particular event. Security of the grounds and the safety of the guests are paramount. Any breach of security or safety regulations can result in cancellation of an event at any time.

Initial and date here: _____

Please Note: A signed contract indicates the renter has read and agreed to the terms of this agreement and the policies and guidelines a copy of which is attached hereto.

Renter _____ Date _____

Chapel Coordinator _____ Date _____

Rector or Senior Warden _____ Date _____
St Thomas Episcopal Church
Isle Of Hope / Savannah, Georgia

Initial and date here: _____

St. Thomas Episcopal Church
 Event Space Rental Pricing*
 (To be attached to the Event Contract dated _____)

Please, check rental space

St. Thomas Chapel	\$1500	_____
Gathering Rooms (Bride's room and Grooms' room)	\$500	_____
Parish Hall Including Kitchen	\$1000	_____
Parish Hall Excluding Kitchen	\$750	_____
Outdoor Pavilion with Kitchen	\$1000	_____
Outdoor Pavilion without Kitchen	\$750	_____
Other outdoor space	\$_____	_____
Total	\$_____	

Also, please, submit a refundable \$500 check for repair/cleaning deposit no later than 2 weeks prior to event. (This is refundable.)

*50% non-refundable deposit and signed contract required to secure space.

*A refundable repair/cleaning deposit required 2 weeks before event. Please, send this in a separate check, so we can return it to you if not needed.

*All renters are required to provide general liability insurance.
 (Please, see contracts for details.)

Initial and date here: _____