

EVENT CONTRACT

(Revised August 11, 2026)

This Agreement is made by and between _____ (“Renter”) and Church Wardens and Vestrymen of St. Thomas’ Episcopal Church, Isle of Hope Georgia, Inc. (the “Church”) (hereinafter Church or St Thomas’ Episcopal Church) located on Isle of Hope, Georgia.

Date of the event: _____

Event description: _____

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 (collectively the “Facilities”) shall be as shown on a rental schedule attached as Appendix 1 to this Agreement. Rental space is limited to only the space approved. No other rooms may be used without prior written consent from the Events Committee.

Reserving the Facilities

In order to place an event date on hold, the Events Committee will pencil-in the date for a two (2) 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. 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 Church’s event coordinator (“Event Coordinator”) two (2) weeks before the event. An onsite event meeting with the Event Coordinator and/or the Church’s 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 and 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 Facilities, 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. The refundable cleaning deposit is required of members of St. Thomas’ as well. This deposit must be remitted to the Church no later than two (2) 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

Initial and date here: _____

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.

Insurance Requirements

Renter shall maintain special event insurance coverage in force with an A+ rated insurance carrier having policy limits of at least \$1 million per occurrence/\$2 million aggregate and naming Church Wardens and Vestrymen of St. Thomas' Episcopal Church, Isle of Hope Georgia, Inc. as well as the Church's Rector, Wardens, Vestry, officers, and employees as Additional Insureds. If alcohol will be served on the premises, such coverage shall include an endorsement for host liquor liability insurance and shall also name the Church Wardens and Vestrymen of St. Thomas' Episcopal Church, Isle of Hope Georgia, Inc. as well as its Rector, Wardens, Vestry, officers, and employees as Additional Insureds. A Certificate of Insurance reflecting the requisite coverages in place shall be furnished to the Church at least two weeks prior to the scheduled event. Alcoholic beverages may only be served on the property through a third-party vendor with a valid and current license to provide and furnish alcohol. 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(s) of Insurance evidencing the coverages required herein must be received at least two weeks prior to the event.**

Members of St. Thomas' are only required to purchase special event insurance if using space other than the Chapel, Church, and Bride and Groom Gathering Rooms.

Insurance Company Recommendations:

Eventhelper.com
WedSafe.com

The Church will make its best efforts to make the Facilities available to the Renter, but the Church reserves 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.

Compliance with Laws and Alcohol

All events must comply with the rules and regulations of the Church and all federal, state, and local laws. Renter must comply with and abide by all local, state and federal laws applicable to the serving of alcoholic beverages, including those governing the serving of alcoholic beverages to minors. The Renter must also comply with the Diocese of Georgia's Alcohol Use Policy then in effect at the time of the event. **All alcohol must be purchased through and furnished by a third-party vendor with the requisite license(s) to provide and furnish the alcohol. No alcohol may be "carried in" for any events. If alcohol will be served, non-alcoholic beverages must be served as well. All alcohol must be served by someone licensed to serve alcohol in Chatham County.** Please speak with the Event Coordinator 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 at all in the Sanctuary or Chapel.

Initial and date here: _____

Assumption of Liability and Indemnification

The Renter shall be solely 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 shall *indemnify, defend and hold harmless* the Church, its Rector, Wardens, Vestry, officers, employees, and agents from and against any and all claims, damages, costs, and expenses arising out of or in connection with the Renter's use of the Church's facilities, including, but not limited to, claims for personal injury or property damage occasioned wholly or in part by any act or omission of the Renter, its contractors, employees, licenses, guests, or invitees.

Any type of damage to the Church's property or equipment is to be reported immediately to the Event Coordinator and the representative of the Church present at the event.

Decoration Terms

Plans for decorations, including drapery, lighting, signs and banners, are subject to the Church's approval. Nails, tacks, screws, etc. may not be hammered into columns, ceilings, pews, walls, or doors. All decorations supplied from an outside source must be removed within two hours following the conclusion of the event. **To protect the Church Facilities from fire, smoking is not permitted anywhere on the Church property.** Open flames are not permitted on the Church premises; LED candles may be used.

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 (2) hours immediately following an event. This includes but is not limited to: tables, chairs, lighting, staging, table decorations, chandeliers, table linens, A/V equipment, furnishings, and send-off items. All rooms rented must be emptied and cleaned within two (2) hours of the event.

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 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.

Initial and date here: _____

No items can be removed or moved from any room, the chapel, or sanctuary without prior approval from the Event Coordinator. The Rector must approve the removal of anything from the church sanctuary. Any items moved/removed must be returned to their proper location within two (2) hours following the event.

Sendoffs:

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.

Rates:

- Rates for Members are found in Appendix 1
- Two (2) hour rental of the Sanctuary (including an additional one (1) hour rehearsal prior to the event): \$3,000
- Two(2) hour rental of the Chapel (including an additional one (1) hour rehearsal prior to the event):\$1500
- Four (4) hour rental of the St. Thomas Room for bridal use including a separate space for groom and groomsmen to dress: \$500
- Four (4) hour rental of the kitchen only: \$250
- Four (4) hour rental of the parish hall without kitchen: \$750
- Four (4) 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
- The Parish Hall is furnished with padded metal folding chairs. Special Event chairs are also available for an additional rental fee of \$6 per chair.

These rental fees do not include the cost of required insurance or the cost of security for the event.

Rental hours are from 9 a.m. until 11:00 p.m., with access to the chapel/sanctuary granted in two (2) hour blocks of time and access to the St. Thomas Room (if applicable) and the parish hall (if applicable) granted in four (4) hour blocks of time. The Sanctuary or Chapel is available for a rehearsal prior to the event for a one (1) hour period at no additional cost.

Please fill out an inquiry form on the website. The Event 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.

Security Terms

Security of the grounds and the safety of the guests are paramount. Renter shall provide adequate security for the event at its own expense. The Church shall have the right, but not the obligation, to make security recommendations for Renter's event, in which case Renter shall comply with the Church's security recommendations. Any breach of these security requirements can result in cancellation of an event at any time.

Initial and date here:_____

Payment Terms:

For non-members, 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. Once the Church is provided with the final headcount, the final invoice will be generated to include the second half of the rental payment 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 event. A signed Agreement indicates the Renter has read and agrees to the Event Contract Policies and Guidelines. These Policies and Guidelines are expressly made a part of the Agreement.

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

Members of St. Thomas' are not required to submit a deposit. A signed copy of this contract will secure your reservation.

Entire Agreement

All agreements and understandings between the parties to this Agreement with respect to the subject matter hereof are embodied and expressed herein, and the terms of this Agreement are contractual and not mere recitals. The parties acknowledge that neither the other party, nor agent or representative of any other party, has made any promise, representation or warranty to induce this Agreement other than as contained in this Agreement, and the parties acknowledge that they have not executed this Agreement in reliance upon any such promise, representation or warranty not contained in this Agreement. This Agreement may not be modified orally.

Please Note: A signed contract indicates the Renter has read and agreed to the terms of this Agreement, and the Rental Rates attached as Appendix 1.

Renter _____ Date _____

Event Coordinator _____ Date _____

Church Wardens and Vestrymen of St. Thomas' Episcopal Church, Isle of Hope Georgia, Inc.

Rector or Senior Warden _____ Date _____

Mailing address:
2 St. Thomas Avenue; Savannah, GA 31406

Initial and date here: _____

Appendix 1

St. Thomas Episcopal Church Event Space Rental Pricing

(To be attached to the Event Contract dated _____)

	Non-Members	Members of St. Thomas'	Select	Fee
Sanctuary	\$3000	\$0	☐	_____
Chapel	\$1500	\$0	☐	_____
Bride and Groom Gathering Rooms	\$500	\$0	☐	_____
Use of Kitchen	\$250	\$0	☐	_____
Parish Hall Including Kitchen	\$1000	\$500	☐	_____
Parish Hall Excluding Kitchen	\$750	\$275	☐	_____
Outdoor Pavilion with Kitchen	\$1000	\$500	☐	_____
Outdoor Pavilion without Kitchen	\$750	\$275	☐	_____
Rental of Special Event Chairs for use in Parish Hall	\$6 each	\$0	# _____	_____
Organist (required for all <u>sanctuary</u> weddings)	\$500	\$500	☐	_____
Premarital Counseling Sessions** (required for all <u>sanctuary</u> weddings)	\$300	\$0	☐	_____
Officiant (required for all <u>sanctuary</u> weddings)	\$500	\$0	☐	_____

Total \$ _____

- 50% non-refundable deposit and signed contract required to secure space. (*Deposit is not required for members of St. Thomas'.*)
- A \$500 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.*)

**Premarital Sessions are required by the Episcopal Canons. This fee may be waived if the couple provides documentation of sessions completed with a licensed therapist or counselor.

Initial and date here: _____