

UNITARIAN CHURCH OF EVANSTON
1330 Ridge Avenue, Evanston, IL 60201
(847) 864-1330 ucevanston.org

EVENT CONTRACT

Event _____ Date of Event _____

Name of Organization _____

Person Representing Organization or Self (Renter) _____

Address _____

_____ Cell _____

Email Address _____

Description of Event _____

Number of Participants _____ UCE retains the right to approve officiates for weddings and memorials.

Time of Event: from _____ to _____, _____ hours

Set-up time from _____ to _____, _____ hours

Clean-up time from _____ to _____, _____ hours

Rooms _____

Fee _____

Equipment Needed

Custodian

Audio/Visual or Livestream

Total

Set-Up Needed yes _____ no _____ If yes, describe detail above to the right of column or attach plan.

50% of fee is due to make reservation. This is a non-refundable deposit. The balance is due 10 days prior to the event.

\$ _____ non-refundable deposit paid (date) _____

\$ _____ balance due ten days prior to event (date) _____

\$ _____ Security Deposit upon request. UCE maintains the right to request a security deposit upon signing of the contract.

Building Usage Policy for Non-Church Functions on Reverse Side of this Form

For all events at which food will be served, a licensed caterer is required. The licensed caterer must provide a Certificate of Liability from their insurance carrier. This certificate must be on file at UCE at least two weeks before the event. When deemed necessary a copy of the caterer's license may be required prior to signing of contract.

Eating and drinking are permitted in the sanctuary area. Food and drink are not permitted in the lobby or the lower level of the church, unless specifically approved by the Facilities and Technology Coordinator prior to event.

Alcohol is permitted in the sanctuary during an event if the certificate of liability includes coverage of alcohol consumption and is managed by a licensed vendor. Controlled substances and smoking are not permitted in the church. If our policy is not honored, guests will be required to leave the premises.

UCE is a Green Sanctuary. We recycle and compost waste. We use landfill (garbage) options as little as possible. We encourage renters to do same. Lobby staff is on hand during the event and can assist in showing renters our recycle and composting handling for a more environmentally-friendly event.

The number of expected attendees listed on the contract will be enforced. If more than the contracted number of attendees arrive, then the event organizer on the day of the event will be required to remove enough people from the building to return capacity to the expected number of attendees listed on the contract. Total capacity is limited to 400 people. UCE has 300 chairs, so any additional seating needed will require the renter to provide the additional chairs, including arranging for delivery within 1 business day before the event and pick up within 1 business day of the event. Due to space requirements, sit-down fundraiser dinners, receptions, and weddings have a capacity of 250 seats. If UCE deems security is necessary for large concerts, it will be the responsibility of the renter to hire security and a certificate of liability. No special effects such as pyrotechnics or smoke machines are allowed, per Evanston fire code.

Eating tables for weddings and other rentals are not allowed on the chancel (stage). The chancel may be used for dance performance and staging with props. However, care must be taken to prevent scratches or other damage to the floor. If damage occurs, repair will be the financial responsibility of the renter. Risers for concerts are available for an extra fee.

The UCE Custodial charge covers set-up of the sanctuary space or rooms for the event, such as moving of the pulpit, chancel tables, piano, set-up of chairs, and UCE's tables if a layout is provided. It is the responsibility of the renters to return kitchen to as-found condition and remove all food and garbage and other items left after the event. The renter or catering staff must take down rental tables and move them to the area under the lobby coat racks. The UCE Custodian is not responsible for assisting renters in preparing their props or other set-ups.

We understand that we are responsible for any damage to the building and grounds caused directly or indirectly by our group and that we are responsible for personal injury or property damage sustained or caused by our group.

We certify that we will hold harmless, the Unitarian Church of Evanston, its ministers, staff, trustees and members for any injuries, losses, or damages related to our use of the property.

We certify that we have read this Building Usage Policy for Non-Church Functions and agree to abide by this policy.

Signed _____ Date _____

Print Name _____

For UCE _____ Date _____

Print Name _____