

Red Clay Creek Presbyterian Church  
500 McKennan's Church Road  
Wilmington, DE 19808

Phone: 302-998-0434  
Fax: 302-998-4517  
email: office@rccpc.org

### HALL RENTAL APPLICATION

*A \$25.00 Application Fee Must Be Submitted with this Application*

TODAY'S DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

ARE YOU A CHURCH MEMBER: \_\_\_\_\_ STAFF: \_\_\_\_\_ OTHER: \_\_\_\_\_

#### DETAILS OF RENTAL

DATE OF EVENT: \_\_\_\_\_ DAY OF THE WEEK: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

ACTUAL START/FINISH TIME OF EVENT: \_\_\_\_\_ ADDITIONAL SET-UP TIME: \_\_\_\_\_

APPROX. SIZE OF GROUP: \_\_\_\_\_

ROOM/SPACE REQUESTED:            FOUNDERS HALL            FELLOWSHIP HALL  
*(circle one)*

ADDITIONAL SPACE NEEDED: \_\_\_\_\_

ROOM SET-UP: \_\_\_\_\_  
*(Please specify # of tables needed)*

SPECIAL REQUESTS: \_\_\_\_\_

ALCOHOL:    YES    NO

INSURANCE: YES    NO  
Self-Insurance  
Caterer's Insurance

OVER

**CATERER DETAILS**

*All caterers must be licensed and must provide a copy of their current Certificate of Insurance and Catering License to the Church Office 30 days prior the event.*

CATERER: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

CATERER CONTACT: \_\_\_\_\_ CATERER PHONE: \_\_\_\_\_

The caterer is responsible for cleaning the Caterer's Prep Room.  
Additional fees may be incurred by the Caterer/Renter  
if the Prep Room is not cleaned before exiting.

**To Be Completed by an RCCPC Representative**

Total # of Hours: _____	Total Cost of Rental: _____	
Space Fees: _____	Deposit ( <i>due w/contract</i> ): _____	Paid: _____
Extra Space Fees: _____		
RCCPC Member Discount*: _____	( <i>Member must attend the event.</i> )	
Set-up Fee: _____		
Janitorial Fee: _____	Balance Owed: _____	Paid: _____
Building Supervisor Fee: _____	( <i>30 days prior to event</i> )	
Summer Surcharge: _____		
Received Copy of Insurance:	Security Deposit: _____	Paid: _____
YES: _____ NO	( <i>30 days prior to event</i> )	

The Security Deposit is to ensure that Red Clay Creek Church's Hall will be used for the event it is intended based on this contract. Renter agrees to surrender the property at the end of this rental in the same condition as at the commencement of usage. Renter is financially responsible for any damage to the Property made by themselves, guests or hired help. If damage does occur, the renter is held responsible for repair even if it is above and beyond the amount held as a Security Deposit. Security Deposits (minus any repair costs) will be returned within 30 days after the event.

Thank you for your interest in the Red Clay Creek Presbyterian Church Halls.

- Please complete this form thoroughly and return to the Church Office.
- The date will be reviewed for availability within 5 business days of receipt.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Caterer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of RCCPC Member: \_\_\_\_\_ Date: \_\_\_\_\_

*(Active Member signature required only if applying for discount. Member must attend the event to qualify for the discount.)*