

**GUIDELINE ACCEPTANCE FORM FOR USE OF SOUTH FERRY CHURCH**  
**In an effort to maintain the beauty of South Ferry Church we ask that you read and understand the following**  
**GUIDELINES AND RESPONSIBILITIES**

**RESERVING THE CHURCH**

The South Ferry Church may be booked by contacting K. C. Bishop at 401-345-6570, discussing your event, and completing the Rental Agreement Form.

**RESPONSIBILITIES OF RENTER**

Your responsibilities as a renter include:

- Reading and understanding these GUIDELINES and returning the rental agreement form with your signature to K. C. Bishop. (Your original signed acceptance of these guidelines will be kept on file as confirmation of your reservation. Please retain a copy for your files.)
- Remaining in attendance throughout the duration of your reservation and serving as the host for your attendees during this time.
- **\*\*\*ABSOLUTELY NO FLOWER PETALS OF ANY KIND MAY BE USED ON FLOOR OR GROUNDS\*\*\***
- Arranging for someone to meet any deliveries or others helping you with set-up for your event.
- Ensuring that absolutely no adhesive material or nails are used in the church. Hooks are provided for floral decorations along the windows and at the church front. Floral arrangements may be hung at the ends of the pew by tying them in place. Runners may be used but cannot be secured to the floor via tape. Small hooks are located at the end of the church aisle to secure the end of your runner. NOTE: Any evidence of adhesive or nailing will forfeit your damage deposit.
- Handling all clean up and ensuring the facility is left in the condition in which you found it.

**RENTAL FEE**

We ask that you write one check made out as follows:

Church Rental Fee	\$500.00 to Friends of the South Ferry Church Association
Church Damage Deposit:	\$250.00 to Friends of the South Ferry Church Association
<b>Total Fee:</b>	<b>\$750.00</b>

**The damage fee will be returned to you upon inspection of the church after the event has taken place**

**CHURCH SPECIFICS**

- You must provide your own minister and music
- 28 pews (seats approximately 150 people)
- Aisle is 36 feet long
- Two standing candelabra – 7 candles each, 7/8” diameter
- Various electrical outlets

**ACCESS**

If you should arrive to find that the church is locked, please call David Krebs (401-640-3028) to open the door.

**ALCOHOL POLICY**

There are absolutely no alcoholic beverages allowed on church property with the exception of wine for communion.

**CANCELLATIONS**

If for any reason you wish to cancel your booking, it is your responsibility to contact K. C. Bishop at 401-345-6570. If notification of cancellation is made 3 months prior to your event, a full refund will be returned to you. Any cancellations made past the 3-month deadline will forfeit the entire rental fee.

**INFORMATION AND QUESTIONS**

For information or questions regarding South Ferry Church, contact K. C. Bishop at 401-345-6570.

Forms And Payments Should Be Forwarded To:  
K. C. Bishop  
Friends of the South Ferry Church  
PO BOX 831 Saundertown, RI 02874

## RENTAL AGREEMENT

**Reservation Date(s):** \_\_\_\_\_

**Reservation Time(s):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Fee:** \$750.00 (to be paid as previously outlined) \_\_\_\_\_

**Rental Authority:** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

**\*Please note by signing this form you agree to abide by all guidelines as outlined on our guideline acceptance form.**

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