



Initial: _____

515 Harry Street
Conshohocken, PA 19428
(610) 828-3266
www.thefellowshiphouse.org

BUILDING RENTALS

NAME: _____ Date: _____

ADDRESS: _____

TELEPHONE: _____

Type of Rental

- Meeting Rooms (\$50.00 per hour)
- Gymnasium & Activity Room (\$80.00 per hour)
- Multi-purpose & Kitchen (\$100.00 per hour)
- Weekend Night Parties (\$125.00 per hour)
- Entire Building – when available (\$225.00 per hour)

***All Group rentals are required to provide a certificate of liability insurance prior to event.**

All arrangements for scheduling an event must be made in person at the Fellowship House. A security deposit equal to one (1) hour's rental (depending on type of rental) will be due when scheduling an event. This security deposit will be deposited and the difference must be paid in full a day before the event. If not paid in full a day before the event—it will be cancelled.

ALCOHOL IS ALLOWED FOR ANY PARTY AT THE FELLOWSHP HOUSE PROVIDED A RIDER WITH THE FELLOWSHIP HOUSE LISTED AS AN ADDITIONAL INSURER IS ADDED.

Cancellation Policy

Cancellation or changes to the reservation must be made one (1) week in advance. Failure to comply will result in security deposit not being refunded.

Cleanup Policy

1. You have a half-hour after scheduled event to clean up (Every additional half-hour-\$25.00 will be assessed).
2. All trash must be bagged and placed by the door.
3. Tables must be wiped down.
4. Floors must be swept and sticky spots and spills must be mopped.
5. Kitchen must be wiped down and swept.

SPECIFICS

Date of Event _____

Time of Event _____

Contact Person _____

Organization _____

Telephone Number _____

Signature of Person Booking Event

Date

Signature of Fellowship House Staff Member