

UNITARIAN CHURCH OF EVANSTON  
1330 Ridge Avenue, Evanston, IL 60201  
(847) 864-1330 (847) 864-1453 (fax)

**EVENT RESERVATION FORM**

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Person Representing Organization \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Day Fax \_\_\_\_\_

Description of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_

Time of Event: from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ hours

Set-up time from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ hours

Clean-up time from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ hours

Rooms

Fee

_____	_____
_____	_____
_____	_____

Equipment Needed

_____	_____
_____	_____
_____	_____

Custodian

\_\_\_\_\_

**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.

\$ \_\_\_\_\_ deposit paid on (date) \_\_\_\_\_

\$ \_\_\_\_\_ balance due on (date) \_\_\_\_\_

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

See Other Side for Agreement

## **Building Usage Policy for Non-Church Functions**

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 only in the sanctuary area. Food and drink are not permitted in the lobby or the lower level of the church.

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

The number of expected attendees listed on the contract will be enforced. If, for example, 400 people are expected and 600 people arrive, the event organizer will be required to remove the additional people from the church to meet capacity.

Maximum capacity for a rental concert or event is 500. If 400-500 people are expected for an event, it will be the responsibility of the renter to provide porta potties at the south end of the parking lot. UCE washrooms cannot handle more than 400 guests in one evening. If UCE deems security is necessary for large music concerts, it will be the responsibility for the renter to provide police coverage for the event.

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 the floor. If damage occurs, repair will be the financial responsibility of the renter.

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

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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 \_\_\_\_\_