

**Unitarian Society of Hartford**  
**50 Bloomfield Avenue**  
**Hartford CT 06105**  
**Phone 860-233-9897 ext. 100      email hartforduusociety@gmail.com**  
**Event Rental Application <sup>1</sup>**

Your Organization \_\_\_\_\_ Type  person  NP  bsns  oth \_\_\_\_\_

Contact Person \_\_\_\_\_ USH member?  no  yes

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Space Requested	Date	at (time)	# hours	to be used for	# people

**Set-up Requirements (check and complete):**

tables      How many? \_\_\_\_\_ What size? \_\_\_\_\_  chairs      How many? \_\_\_\_\_

In which space? \_\_\_\_\_ How arranged? \_\_\_\_\_

big screen TV       microphone  white board  fridge space  freezer space

Total Rent<sup>2</sup> \$ \_\_\_\_\_ 50% + \$25 App Fee<sup>3</sup> - Deposit Enclosed \$ \_\_\_\_\_

**Contact person must read and sign *both sides* of this sheet:**

I am a responsible adult representative of this organization. Space and facilities requested are suitable for the number and ages of persons who will attend. A deposit of 50% of the total rental is enclosed; balance will be paid in full no later than two (2) weeks prior to the event. All but \$100 of the deposit is refundable if the event is cancelled at least two (2) weeks prior to the scheduled date of the event; otherwise it is non-refundable. We reserve the right to cancel or not schedule events or programs for any reason, and particularly those that do not respect our seven Unitarian Universalist Principles (see www.uua.org).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

Application Approved  yes  no

Insurance Certificate Req'd  yes  no

Signature \_\_\_\_\_ date \_\_\_\_\_

dep. rec'd by \_\_\_\_\_ on \_\_\_\_\_  depstd by \_\_\_\_\_ on \_\_\_\_\_  copy mailed by \_\_\_\_\_ on \_\_\_\_\_

ins certificate rec'd by \_\_\_\_\_ on \_\_\_\_\_  cal. marked by \_\_\_\_\_ on \_\_\_\_\_

Cancellation/change information \_\_\_\_\_

deposit of \$ \_\_\_\_\_ returned by \_\_\_\_\_ on \_\_\_\_\_

<sup>1</sup> Complete a separate Application for each event. Include all spaces needed for the event on one Application.

<sup>2</sup> Contact USH Rental Manager for assistance in calculating total rent for the event and the deposit required.

<sup>3</sup> The \$25 application fee will be returned via mail within 2 weeks if the building is left in the same condition as prior to the rental. Otherwise, the fee will be retained to cover clean-up cost.

**UNITARIAN SOCIETY OF HARTFORD  
EVENT RENTAL RATES  
AS OF FEBRUARY 2022  
Effective as of January 2016**

SPACE	CAPACITY	ONE HOUR OR PART THEREOF	
		MEMBERS	NON-MEMBERS
Sanctuary	300	\$60.00	\$120.00
Chapel	70	\$40	\$80.00
Fellowship Hall (Kitchen)	300	\$60.00	\$120.00
Library	20	\$25.00	\$50.00
Classroom	10-16	\$15.00	\$30.00

**Shelf of Cabinet Storage Available @ \$50 per month.**

Deposit of 50% of total rental fee is required at time of reservation to hold space and date/time. All but \$100 is refundable if the event is cancelled in writing at least three (3) weeks prior to the scheduled date of the event

Balance due in full three (3) weeks prior to event.

If event is cancelled three or more weeks before the scheduled date, it can be rescheduled within three (3) weeks after the original date, provided the space is available and upon payment of an additional fee of 10% of rental.