Celebrate
LIFE'S SPECIAL MOMENTS
AT CALVARY EPISCOPAL CHURCH

CALVARY
EPISCOPAL CHURCH
INDIAN ROCKS BEACH, FL

Beautiful. Spacious. Timeless.
The perfect setting for your
next celebration.



A WARM
WELCOME.
A BEAUTIFUL
SPACE.
A MEMORABLE
EXPERIENCE.









WEDDINGS • BIRTHDAYS • ANNIVERSARIES • GRADUATIONS • LIFE CELEBRATIONS & MORE

THE PERFECT PLACE FOR

WEDDING RECEPTIONS
A timeless and elegant setting for your special day.

BIRTHDAYS & ANNIVERSARIES
Celebrate milestones big and small in style.

GRADUATIONS & ACHIEVEMENTS
Honor life's accomplishments with family and friends.

LIFE CELEBRATIONS & MORE
From retirement parties to holiday gatherings, we welcome formal, joyful celebrations.

PROPERTY USE AGREEMENT
A Property Use Agreement is provided with all rental requests, including details and pricing.

A SPACE THAT INSPIRES

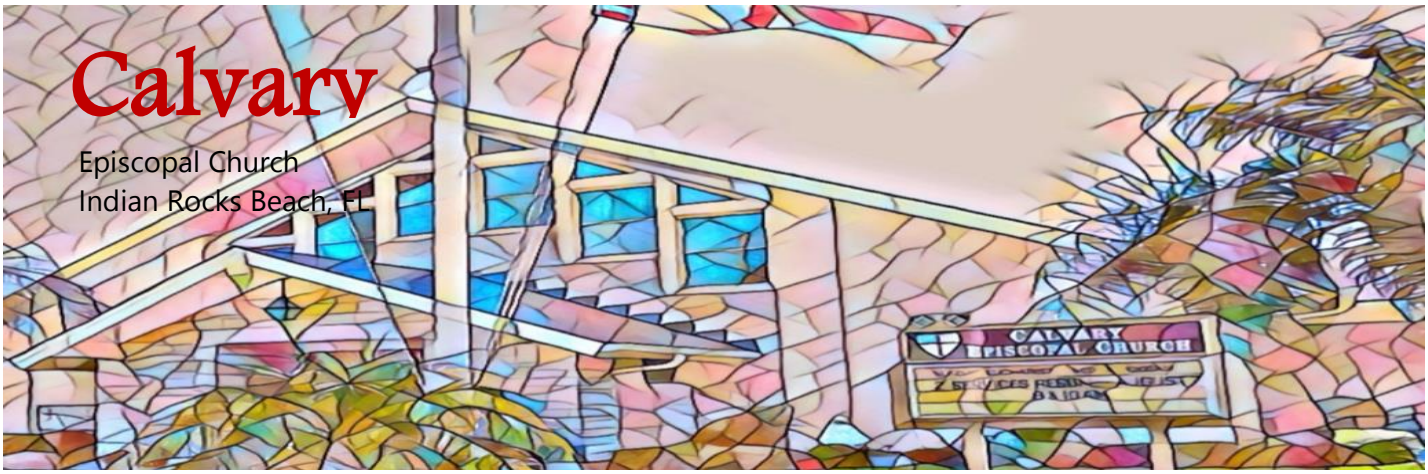
- Spacious Parish Hall with soaring wood ceilings and abundant natural light
- Seats up to 150 guests comfortably
- Elegant tables and chairs included
- Full kitchen access for caterers
- State-of-the-art audio/visual system
- Beautiful back deck overlooking the water – ideal for cocktail hours or intimate moments
- Ample parking for you and your guests

We welcome approved, formal celebrations that reflect the joy and dignity of the occasion.



LET'S MAKE YOUR EVENT UNFORGETTABLE.
Contact us today to check availability and schedule a tour!

Calvary Episcopal Church
1615 1st Street, Indian Rocks Beach, FL
(727) 595-2374 | admin@calvaryirb.org



PROPERTY USE & RENTAL AGREEMENT

SMALL EVENTS & WEDDINGS/RECEPTIONS

THIS AGREEMENT is made _____day of _____ 20____ between Calvary Episcopal Church (Calvary) and…

Lessee/Organization Name: _____

Address: _____

Email(s): _____

Phone(s): _____

Date(s) of Request: _____Est. Start time: _____ Est. End time: _____

(Note: the date and time requested includes the time needed for set up, function, and clean up)

Please understand that the facilities at Calvary have been dedicated to the service of God, and all those participating in any program using these facilities must conduct themselves in such a manner as to preserve the good name and mission of the Church. Sanctuary and Chapel are only available for sacred services and must be approved by the Rector/Priest-in-charge. Barge Hall is for spiritual retreats and in-house Church events only. Parish Hall rental includes waterfront deck and kitchen access.

Purpose of event: ☐ Wedding ☐ Birthday/Anniversary ☐ Graduation ☐ Group Meeting ☐ Special Meal

☐ Fundraising Activity ☐ Other _____

Rooms Requested: ☐ Sanctuary ☐ Parish Hall ☐ Barge Hall ☐ Meeting Place ☐ Kitchen

Room Attendance: ☐ **<300** ☐ **<150** ☐ **<50** ☐ **<25** ☐ **<10**

Attendance capacity is in accordance to City of Indian Rocks Beach and The State of FL Fire Codes.

Acknowledgments:

I have read and understand ALL the selected attached documents. Once all have been selected this Agreement becomes legally binding upon signature by both parties. Please select ALL the following:

☐ **"Terms and Conditions"** ☐ **"Rental Fee Schedule"** ☐ **"Facilities/Room Checklist"**

☐ **"Parking Guidelines"** ☐ **Addendums/Custom Contracts**

IN WITNESS WHEREOF, we have signed our names as of the date and year stated above.

_____ _____ _____

PRINTED NAME Lessee/Organization Contact | SIGNATURE Lessee/Organization Contact | Date

_____ _____ _____

Signature: Rector, Priest-in-Charge | Signature: Parish Admin | Date

TERMS AND CONDITIONS

1. **Approval**
   This Agreement becomes effective only upon approval by the Rector of Calvary and completion of a scheduled walk-through conducted by the Administrator or a designated representative of the Church. Any additional provisions will be outlined in attached addenda, if applicable. The Rector is canonically considered the ultimate guardian of property use, and all such references of such authority will be referred as the, "Church."

2. **Eligibility**

   Church Members in "Good Standing" always have priority of use. One who is a giver of record, faithful in Sunday attendance and over the age of 18 constitutes "Good Standing." Church members are not allowed to transfer rights, in any form, giving approval to non-member, community or business organizations without the expressed approval of the "Church." Any discounts under reasons of member in "Good Standing", pastoral care or community outreach must be offered by the "Church." Community Partner is an organization or business that has financially supported Calvary in the last year and is verified and approved by the "Church." Any non-member making request must be clear and true to the purpose of their event and must be approved by the "Church."

3. **Allowable Dates/Days**
   No Holiday events allowed for non-members or community organizations (ie. Christmas Eve/Day, Holy Week, Easter Day). Secular holidays must be approved by the "Church" in advance.

4. **Code of Conduct / Noise Ordinance**
   The Lessee agrees that all activities will comply with applicable local ordinances, including the City of Indian Rocks Beach noise regulations. Excessive noise, including any sound audible from neighboring properties after 10:00 PM, is strictly prohibited. Any complaint from surrounding neighbors or citation from local authorities will constitute a violation of this Agreement and may result in forfeiture of the security deposit. Calvary assumes no responsibility for any fines, citations, or enforcement actions. If law enforcement is called for any disturbance, including civil disruption or disorderly conduct, the security deposit will be forfeited. No exceptions.

5. **Smoking Policy**
   Calvary is a smoke-free facility. Smoking is always prohibited inside the building. Smoking outdoors is permitted only by request, in designated areas, and the Lessee must provide appropriate receptacles and disposal. Improper disposal of smoking materials or evidence of smoking-related debris will result in a $200 deduction from the security deposit. No exceptions. Cameras monitor 24/7 both inside and outside events.

6. **Alcohol Policy**
   Alcohol service is permitted only under the following conditions:
   - All alcohol must be served by a licensed and insured vendor (certificate of insurance required).
   - Calvary does not hold an alcohol permit and assumes no liability for alcohol service.
   - No cash bars are permitted; gratuities (tips) are allowed.
   - Hard liquor and keg service are permitted only through an approved vendor.
   - All vendor contracts must be submitted prior to the event.
   - Alcohol must be served and monitored by a designated attendant.
   - Excessive consumption or intoxication is strictly prohibited.

   The Lessee is responsible for ensuring compliance and is encouraged to provide a plan for safe transportation and conduct of guests, should it need to be remedied or enforced.

5. **Key / Access Control**
   The Lessee will be provided access (key or code) only to designated areas. Keys and codes may not be duplicated or shared. All access credentials must be returned immediately after the event. The Lessee is responsible for securing the facility at the conclusion of use. Failure will result in a $200 deduction from security deposit.

6. **Animal Policy**
   No animals are permitted inside the facility, except for legally recognized service animals and entrance must be made by request, in advance, and approved by the "Church." Any violation will result in a $200 deduction from the security deposit. No exceptions.

7. **Prohibited Activities**
   The following are strictly prohibited on Church property:
   - Illegal gambling
   - Use or possession of illegal drugs
   - Any unlawful activity
   - Fundraising activities, unless approved by the “Church.”

8. **Insurance Requirements**
   Organizational Lessees must provide a Certificate of Insurance with general liability coverage of at least $250,000, naming Calvary as an additional insured where applicable. Calvary assumes no responsibility for loss, theft, or damage to personal property. Items left on the premises more than 24 hours after the event will be considered abandoned and may be disposed of at the Church’s discretion.

9. **Liability and Indemnification**
   The Lessee assumes full responsibility for any damages, injuries, losses, or claims arising from use of the facility. The Lessee agrees to indemnify, defend, and hold harmless Calvary, its clergy, staff, agents, and representatives from any and all claims, liabilities, damages, or expenses resulting from the Lessee’s use of the premises, including the conduct of guests, vendors, or participants.

10. **Right of Cancellation**
    Calvary reserves the right, at its sole discretion, to cancel or terminate this Agreement if the intended use is deemed inappropriate, inconsistent with Church values, or contrary to its best interests.
    Violations of any terms herein will result in forfeiture of the security deposit.

11. **Security Deposit**
    A security deposit of $500 (Major event) and $250 (Minor or recurring event) is required prior to the event. Refunds (less any deductions) will be issued within a reasonable timeframe following inspection of the premises.

12. **Setup and Cleanup**
    The Lessee is responsible for all setup and cleanup unless otherwise arranged. The facility must be returned in the condition it was received. Failure to clean or remove trash will result in additional deductions from the security deposit, to be determined by the “Church.”

13. **Time of Use**
    Access to the facility is limited to the times specified in this Agreement, including setup and breakdown. Additional time must be approved in advance.

14. **Capacity and Safety**
    The Lessee agrees not to exceed the posted occupancy limits of the facility and will comply with all fire and safety regulations.

15. **Decorations and Property Use**
    No permanent or damaging decorations (e.g., nails, adhesives, tape on walls) are permitted without prior approval. Use of candles, open flames, or special equipment must be approved in advance.

16. **Parking**
    All Saturdays, with exception of inclement weather, incur a revenue-loss for the church. Additional rates apply, in peak season (mid-February - June). A paid attendant is required to secure spaces for Saturday events.

17. **Surveillance**
    Calvary exercises the privilege of camera surveillance both inside and outside of our property. Video recordings may be used for reported safety or damage to property violations.

Active Member Requests: You may not reserve any space on behalf of friends, family or acquaintances, with the expectation of a “Church Member” reduced rate. Our space is intentional in providing revenue to offset our annual expenses. Rentals are a necessary means. Only church members in “Good Standing” with the Rector’s approval are guaranteed the “Active Member rate.”

RENTAL FEE SCHEDULE
Non-member rates

Parish Hall Rental (Waterfront Venue)

Out-of-Season
Weekday: $1,000
Weekend: $2,000

Premium Day (Peak In-season January-June/Holidays, etc.)
Weekday: $2,000
Weekend: $3,000

Security Deposit: $500
Custodial cost included

Meeting Place Rental (1st Street view)

Weekday: $25/hr.
Weekend: $50/hr.

Sanctuary (Sacred services only)

$500/event

Barge Hall - (Currently Under construction - Overnight residence and waterfront venue)
Weekday: $750/night
Weekend: $1,000/night
Premium Day (Peak season/Holidays, etc.): $1,500/night
Custodial: $300
BH Day only: $100/hour (common area only)

Parking Policy (in effect Peak Season; All Saturdays and Holidays)

Reserved Parking: $20 per space
or, Parking Attendant: $200 (4 hours)

Cancellations

60+ days: Full refund minus $250
30–59 days: 50% refund
<30 days: No refund

☐ Entertainment (Provided by Lessee): _____
Name *Phone*

☐ Caterer (Provided by Lessee): _____
Name *Phone*

Parish Hall - ***Waterfront view***
(6-10) 60" round tables - (50-100) wooden chairs - (6) 8' banquet tables - Use of kitchen, refrigerator, warming rack, sink, dishwasher - AV: Mac/PC HDMI, projector, speakers wireless mic - Podium & Stage

Lessee is responsible for setting up the room and returning it to its original layout. Must clean tops of tables, sweep, mop (if needed) the floors and take out all garbage to dumpster. See Facilities/Room Guidelines below.

A contact will be provided who will be responsible to give you access and to make sure all the guidelines have been satisfied. They are included in the rate and are non-negotiable for all non-members.

FACILITIES/ROOM CHECKLIST

(All must be completed after the event)

- ☐ All trash must be bagged and taken outside to dumpster;
- ☐ Ceiling fans OFF;
- ☐ A/C set at 78 degrees. A/C cannot be set lower than 70 degrees;
- ☐ All doors locked and secured;
- ☐ Appliances turned OFF;
- ☐ Furniture in its original state (hint: Take a picture before set up);
- ☐ Outside deck in its original state (no trash whatsoever should be left around nor seen in water);
- ☐ All personal items removed;
- ☐ Check bathrooms and make sure they are tidy; restock toilet paper if needed;
- ☐ Lights OFF before leaving;
- ☐ All loose trash around parking area used must be cleaned;
- ☐ Report all items that need repair/general observations, to the Church Office (no refunds for any inoperable equipment, including AC and lights);

FOOD RELATED EXPECTATIONS

IF catered, the caterers should bring in and take out all glasses, dishes, silverware and sweep and/or mop kitchen. They should be informed of how to close, if they are last to leave.

IF you are using our kitchen items…

- ☐ Nothing left out in sink, dishwasher or countertops;
- ☐ All dishes cleaned with hot water and put away in the proper place;
- ☐ All kitchen counter tops sprayed with cleaner and wiped clean;
- ☐ Floors must not be sticky. If they are, you are responsible for mopping;
- ☐ Floors must not be dirty. If they are, you are responsible for sweeping;
- ☐ All trash must be bagged, tied and properly disposed in outside dumpster;

If any of these have not been satisfied a portion or full amount of security deposit will be retained. If any property is stolen or damaged, a portion or full amount of security deposit will be retained. If there is any personal injury at your event, you are required to provide a report the name of the person(s) injured, with detail of the injury and what resulted.

Enjoy your event and the safe, considerate use of our property!

Parking Guidelines

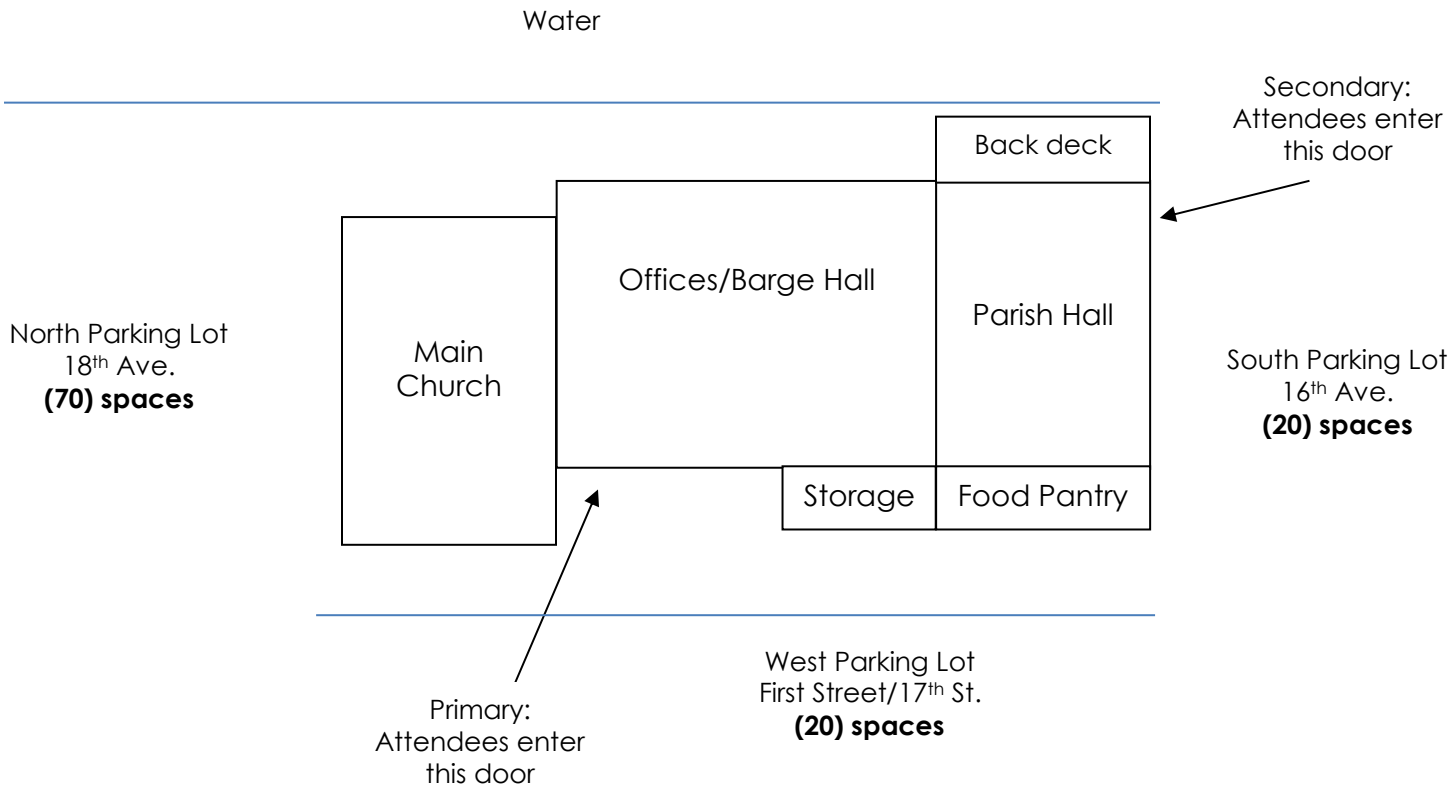
Parking is NOT guaranteed without attendant.

Parking space expectation with provided attendant (During high season) for the following: Parish Hall, seventy-five (75); Barge Hall twenty (20)cars, Meeting Place, ten (10) would be reasonable expectations for your event. There is no guarantee of parking without attendant as our lot is shared with restaurant employees, as well as the public who may park to visit the beach. If your event is in peak season, a weekend, or holiday, parking coordination must be intentional. In season period is between end of February to June. Holidays (Memorial, Labor, July 4th) are also peak periods when our lots are expected to be full. Parking is included, if available at no charge, during non-peak, weekdays. We may also reserve parking at $20 per space if we know how many are needed in advance. If overflow occurs from the allotted spaces, whereas cars are seen on grass, unmarked spaces, you will lose full deposit and Pinellas County Sheriff Dept. will ticket or tow!

The South Parking Lot is available for your event. If your event is on a weekend, a holiday or in-season, it would be possible to reserve these 15 spaces in advance, but for a charge of $300 if you decide you want this isolated area to be exclusive for your event. We can provide you with the proper barriers and signs.

No one is allowed to park on the grass curbside on any part of our property.

Tell all your people they are to enter the front entrance or side entrance (marked below). Signage will be inside the door directing people to the location of your event.



ADDENDUMS

1.