

**ST. PAUL'S (DUBS) UNION CHURCH
RENTAL RESERVATION FORM**

I have read the rules of usage for the Conway-Runkle Annex and Picnic Grove area and I agree to abide by them while using the facilities. **Due to the COVID-19 pandemic, anyone renting or using the church or Conway-Runkle facility and picnic grove for weddings, funerals, meetings, socials, reunions, auctions or any other type of event **will be charged a fee of \$75.00, in addition to the rental fee, for disinfection.** The renter assumes all responsibility to follow CDC recommended guidelines for social distancing and the wearing of masks when in the building. **UNDERSTAND THAT YOU ENTER AT YOUR OWN RISK.** St. Paul's Dubs Union Church and the Conway-Runkle Annex assume no responsibility for the actions of others and are not liable for any injuries and/or illnesses that may result in your use of these facilities.*

Name of Rental Group: _____

Date and Time of Event: _____ Estimated # of attendees: _____

Type of Event: _____

Person responsible for this reservation (name/address/phone/e-mail)

Signed: _____ Date: _____

Dining Room Fee: \$ _____ Date Reserved: _____

Gymnasium Fee: \$ _____ Date Reserved: _____

Disinfection Fee: \$ \$75.00 Date received _____ Check#: _____

Deposit Due: \$ _____ Date received _____ Check #: _____

Balance Due: \$ _____ Date received _____ Check #: _____

Return of Security Deposit: _____ Date: _____

_____ Contract paid in full _____ Contract fulfilled

Please return this form with your deposit and release, for use of the Conway-Runkle Annex and Picnic Grove area. **A \$50 deposit is due within ten days of rental submission to hold the reservation date. Your full fee is due a minimum of ten days prior to the rental date.**

Checks should be made payable to: Conway-Runkle Annex Trust Fund, c/o St. Paul's Dubs Union Church, 1958 Dubs Church Road, Hanover PA 17331

Reservation received by: _____ Date: _____

AUCTION RENTALS

Starting June 1, 2021 –

Auction dates may be booked a maximum of 3 months in advance.

Auctions will be limited to Gym only, plus outside.

Rental fee for auctions will be \$300.00.

Auctioneers must police the grounds and building and dispose of any left-over items themselves. No items may be put in the dumpster.

Auction set-up may start on the Thursday before the sale. Additional earlier days will be charged \$ 100.00 per day.

Snow removal for auctions will be the responsibility of the auction company.

Food concessions will be charged \$ 25.00 per day, and this includes a 15 amp 110 volt electric hookup. The auctioneer will be responsible for paying the concession fee.