

**Lake Berkeley Chapel  
Rental Agreement**

Date of Event: \_\_\_\_\_ Start & End Time: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Lessee or Organization Name:  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the area to be rented and enter Rental and Deposit Fees.

<u>Rental area:</u>	<u>Rental Fee</u>	<u>Deposit</u>
Chapel All Inclusive	_____	_____
Grounds Only	_____	_____
Grounds & Restrooms	_____	_____
Grounds, Restrooms & Kitchen	_____	_____

**Complete, sign, and return the following:**

- **Rental Agreement**
- **Terms and Agreement for Use**
- **Hold Harmless**
- **Payment for rental, and separate payment for deposit to Lake Berkeley Chapel**

Your rental date is not confirmed until signed contracts are received, and payments are processed. Deposit fee is refundable when the checklist is completed, the premises have been inspected and are clear of any damage.

If the rental agreement is cancelled 90 days or more prior to the scheduled event, fees will be returned.

- **Return the forms and payments to:**  
Gail Macrenaris, Event Coordinator  
4043 South Berkley Lake Road  
Berkeley Lake, GA 30096  
Phone: (770) 497-1811  
Email: board.rental@blchapel.org