



# Jamaica-Queens Wesleyan Church

134-49 228<sup>th</sup> Street  
Laurelton, NY 11413  
718 526 0357/ 718 341 0135

Date:.....

**Ref: Use of the Jamaica-Queens Fellowship Hall-JQWC MEMBER**

Permission has been granted by our Board of Administration for you to use our Fellowship Hall on ..... between the hours of ..... and ..... for the purpose of .....

**Please be aware of the following terms governing the rental of our Hall:**

- The donation requested for use of the hall is \$500, payable in advance by Money Order, Bank Draft or Cash, to the Jamaica-Queens Wesleyan church.
- You must agree to clean and restore the hall to its original condition before it was rented.
- Please bring large regular and recyclable garbage bags for the removal of left-over foods, which must be placed outside, behind the church, to facilitate our handling of garbage removal.
- **Should you find it inconvenient to clean our premises after your function, an additional fee of \$100 will be added to your donation, which will also be payable in advance.**
- You will not be asked to leave a security deposit, but you will be asked to pay for the replacement of any items which are broken or otherwise destroyed during your use of the building.
- The Hall has 13 tables which can provide seating for approximately 10-12 persons each.
- It is advisable that you bring with you, any tablecloths, or other forms of decorations that you may need.
- All decorations must be dismantled before your departure at the end of the function.
- You may use our kitchen for warming purposes only.
- You are required to bring your own cutlery and utensils for use during your function.
- **Please ensure that there will be no smoking, use of alcoholic beverages, or coarse and offensive secular music on our premises.**
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- You will be granted access for preparation on the day before your function between the hours of ..... and ..... and on the day of your function, two hours before the starting time.

I hope that you will have an enjoyable time and that your function will be successful. Should you have any further enquiries, please contact me at 718-526-0357. Please sign your agreement to the terms mentioned, on the line below.

AGREED TO BY: .....

Yours in Christ,

.....  
**Charwyn Thom – Board of Trustee or  
Marima Bankay-Church Treasurer**