



ST. SAVA SERBIAN ORTHODOX CHURCH OF BOSTON

41 Alewife Brook Parkway • Cambridge, MA 02140 • 617-876-0707 • www.stsavaboston.org

APPLICATION FOR HALL RENTAL

IMPORTANT: Hall rental applications must be filed at least 30 days prior to the requested rental date. Please complete all information and return promptly. The rental date will not be guaranteed without a completed agreement and appropriate deposits. Applications are subject to the approval of the St. Sava church board and will be reviewed within two weeks of the application date¹. The St. Sava Serbian Orthodox Church Board retains sole discretion as to all details related to the rental of the church hall and related premises.

Function Date _____ Requested Hours (Тражено време) _____ to _____

Day of Week (Circle One) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Intended Use _____ Approximate Attendance _____
(Сврха изнајмљивања) (Број гостију)

Will Alcohol be served or sold? If so, state what kind of alcohol is intended to be distributed. _____

Name of Organization or Individual _____
(Име организације или појединца)

Address _____ Email _____
(Адреса)

Home Telephone () - _____ Business Telephone () - _____ Fax () - _____
(Кућни телефон) (Пословни телефон) (Број факса)

Name of Person Responsible for the Event (same as above) _____
(Име особе или организације одговорне за догађај ако то није особа која подноси захтев)

Address _____ Email _____
(Адреса)

Home Telephone () - _____ Business Telephone () - _____ Fax () - _____
(Кућни телефон) (Пословни телефон) (Број факса)

Do you desire use of kitchen Yes No (please read the rental policy guidelines with regards to the kitchen and required Kitchen Manager and related fees.) (Да ли желите да користите кухињу)

Name of Caterer (if applicable) _____
(Име снабдевача хране)

Address _____ Telephone (____) _____ - _____
(Адреса) (Телефон)

I have completed this application/agreement and have read, understood, and agree to the rental policy which is incorporated herein by reference.

Applicant Signature (Потпис) _____ *Date (Датум) _____

Church Board Use Only

Application Received (Date) _____

	AMOUNT	AMOUNT RECEIVED	CHECK #	DATE PAID
Amount Received for Rental				
Amount Received for Security Deposit				
Additional Costs				
Amount and Date of Security Deposit Return				

Insurance Information Received _____
Date

Approved by the Church Board _____
Date

Refreshment Bar _____

Police Detail _____

Liquor License _____

Copy given to Custodian _____

Additional Notes _____
