



605 Reynolds Street - Augusta, GA 30901
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www.saintpauls.org

Rules for Kitchen Users (or Caterers)

LESSEE is responsible for the actions of the Kitchen Users or Caterers and indemnifies Saint Paul's Church, its agents, and employees for the same. Any rules not adhered to will result in the forfeiture of the security deposit or further charges should the security deposit not cover same. Any damage to the building or to any equipment or any loss of items belonging to the LESSOR will be the responsibility of the LESSEE to repair or replace at the sole discretion of Saint Paul's Church. LESSOR reserves the right to disapprove any kitchen user or caterer.

- 1) The caterer must meet with Saint Paul's staff and tour the facility at least 3 weeks prior to the event.
- 2) All beverages, food, equipment, extra tables, chairs, etc., must be brought in the day of the event during the rental time and must be removed within the scheduled rental time.
- 3) Bar set-ups must have protective material under all ice chests / and or kegs.
- 4) The LESSEE may use the stove, ice machine, refrigerator, fan, sinks, and dishwasher.
- 5) There is NO SMOKING in any of the church buildings.
- 6) At the end of the rental time, the LESSEE is responsible for leaving the kitchen in the same condition, as it was when the rental began. Kitchen floors must be swept and mopped, the stoves, refrigerator, counters and sinks must be cleaned, the dishwasher must be emptied properly, and the refrigerator must be emptied of all the LESSEE's food.
- 7) Any of the LESSOR's equipment which are used, must be cleaned and returned to their original places.
- 8) Bagged garbage is to be taken to the dumpster at the rear of the west parking lot. No trash is to be left inside or outside the building.
- 9) Terrace, churchyard, surrounding sidewalks, parking lots, and levee shall be policed for debris and trash and cleared of same.
- 10) Saint Paul's Church is in no way liable for any mishandling of food prepared for any event and LESSEE hereby indemnifies LESSOR, its agents, and employees for same.