

# Union Forest Church Rental Agreement

## Usage Fees

The fee to rent the Union Forest Church is \$125 plus a \$50 deposit. This fee includes use of the church for a rehearsal event, if needed. You may rent the sunroom and restrooms of the Cheney Mansion the day of the wedding for an additional \$50. The use of this facility is for the wedding party only. To receive your \$50 deposit, the church (and sunroom if rented) must be left in the condition in which you found them.

Please read this agreement carefully, then sign the form below, and keep a copy for your records. Please mail the original copy of signed agreement form and a check made payable to the Jersey County Historical Society in the amount of \$175 (the rental fee plus the \$50 deposit) to:

**Jersey County Historical Society**  
**Attn: Beth McGlasson**  
**601 N. State St.**  
**Jerseyville, IL 62052**

Please contact us as soon as possible if your event is cancelled. If your event is cancelled within two weeks of the original scheduled date, you will lose your \$50 deposit.

## Licensee Information *(To be completed by the Historical Society)*

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Type of event being hosted: \_\_\_\_\_

Date of Event (Include rehearsal date, if there will be one.): \_\_\_\_\_

Rental Time(s): \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

*(The individual renting the church should sign and date below.)*

**I have read and accept all terms and provisions of this agreement as specified on this form and agree to abide by the rules listed on the following page:**

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JCHS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rules to observe when using our facilities:

1. **No tape, staples, wires, or nails may be used on the pews, walls, etc.**
2. No smoking or alcoholic beverages are allowed on the Historical Society grounds.
3. The maximum capacity of the church is 60 people.
4. No animals are allowed in any Historical Society buildings.
5. You are responsible for the cleanup of any of our facilities that you use.
6. If you'd like any items removed from the altar area, we'll be happy to do so ahead of time.