

**RENTAL AGREEMENT
FOR THE USE OF THE M.H. NEWTON FAMILY LIFE ENRICHMENT CENTER**

Linens & Smallware*

Wall Skirt \$150.00
 Chair Covers \$2.00 ea.
 Dinner & Salad Plates \$0.50 ea.
 Flatware (forks/spoons/knives) \$0.25 ea.
 Chair Sash \$0.25 ea.
 Linen Napkins \$1.00 ea.

Table Toppers \$2.00 ea.
 Linen Table Cloths (large round) \$7.00 ea.
 Ice Tea Goblets \$0.25 ea.
 Table Center Pieces \$0.25 ea.
 Waiter Tray Stand \$5.00 ea.
 Waiter Trays \$2.50 ea.

The clean up fee for tableware is **\$100.00** for up to 200 and **\$50.00** for each additional 50 used. This fee covers the cost of washing and re-sanitizing tableware.

Name of Renter _____

Address _____

Phone _____

Email Address _____

Date of Request _____ Date of Return _____

ITEM	QTY	TOTAL COST	ITEM	QTY	TOTAL COST
Chair Covers		\$	Linen Napkins		\$
Dinner & Salad Plates		\$	Goblets		\$
Flatware		\$	Linen Table Cloths		\$
Chair Sash		\$	Waiter Tray		\$
Table Topper		\$	Table Center Piece		\$
Waiter Tray Stand		\$	Wall Skirt Set-Up		\$

TOTAL \$ _____

Additional Rental Fee _____ (Less Deposit) \$ _____

Balance Due \$ _____

I HAVE READ AND UNDERSTAND THE TERMS OF THIS RENTAL AGREEMENT AND BY AFFIXING MY SIGNATURE TO THIS DOCUMENT, AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH ABOVE.

SIGNATURE _____ **DATE** _____

DEPOSIT PAID _____ **DATE PAID** _____

RECEIVED BY _____

**All items that are not returned on time are subject to a \$25.00 late fee per day. The renter is responsible for the full replacement of any item that is damaged.*

**RENTAL AGREEMENT
FOR USE OF THE M. H. NEWTON FAMILY LIFE ENRICHMENT CENTER**

FEES/GUIDELINES/RULES OF CONDUCT

USE OF FACILITY **\$450.00** (4 HOURS)

- FAMILY REUNIONS
- WEDDINGS & RECEPTIONS

FOR PROFIT EVENTS **\$600.00** (6 HOURS)
(Includes setup and
take down time)

A deposit of one hundred dollars (**\$100.00**) is required from all persons. A three hundred dollar (**\$300.00**) deposit is required for Gospel concert promoters. The deposit fee will be returned if no damage or breakage occurs. If breakage or damage occurs and is over the deposit amount, the persons using the facilities must pay the additional cost. The person signing the lease to use the facility is responsible for paying all charges and for all damage.

KITCHEN: additional \$125.00

The kitchen and prep area must be cleaned and returned to the original state by the persons signing this contract, or you may pay the custodian a fee of **\$40.00** for clean up. Rental of the kitchen utensils is an additional **\$25.00**.

AUDIO/VISUAL TECHNICIAN FEE **\$50.00**

ADDITIONAL RENTAL ITEMS:

1. Wall Skirt	\$150.00
2. Round tables (seats 8 – 10)	1.50 ea
3. Matching chairs	.25 ea
4. Linen table clothes	7.00 ea
5. Linen napkins	1.00 ea
6. Dinner & salad plates	.50 ea
7. Ice Tea Goblets	.25 ea
8. Flatware (forks, spoons, knives)	.25 ea
9. Table center pieces	.25 ea
10. Waiter Trays	2.50 ea
11. Waiter Tray Stand	5.00 ea

Clean up fee for tableware is **\$100.00** for up to 200 and **\$50.00** for each additional 50 used. This fee covers the cost of washing and re-sanitizing tableware.

Any item that is returned damaged, the renter is responsible for full replacement of that item.

GUIDELINES/RULE:

1. A person will be in charge to supervise all activities.
2. Only non-alcoholic beverages may be used or served.
3. No smoking
4. No dancing (Praise dancing is allowed)
5. No rock and roll, hard rock, punk rock, or rap music is allowed
6. Deposits for facilities must be paid when application for use of the facility is submitted.
7. All fees for use of the facilities must be paid at least 24 hours before use of the facility.
8. Eating is prohibited in The Family Life Center unless approved by the director.
9. Only removable transparent tape/packaging tape may be used on walls and painted surfaces (scotch tape must not be used).
10. The facilities must be cleaned and returned to the original state by the person/persons signing the contract.
11. The director must inspect facilities before approving refunds.
12. Refunds may be picked up at the center office within 48 hours after the event if **NO DAMAGE HAS OCCURRED.**
13. It is important that you end your event on time. If you are not out of the building when you are scheduled to leave there is an **additional charge of \$300.00 per hour.** If you go beyond one hour you will be charged at a rate of **\$100.00 every 15 minutes.**
14. When scheduling your event make sure you include sufficient time to clean up. If there is trash left in the building, you will be charged **\$100.00.**
15. All kitchen equipment and utensils are to be cleaned and placed in its designated storage area prior to leaving the premises. All food items are to be removed from the concession area and garbage bagged and placed in designated outside receptacles. (Large green dumpsters in the rear of the building.)

I HAVE READ AND UNDERSTAND THE TERMS OF THIS LEASE AGREEMENT AND BY AFFIXING MY SIGNATURE TO THE DOCUMENT AGREE, AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH ABOVE.

SIGNATURE _____ **DATE** _____

DEPOSIT PAID _____ **DATE PAID** _____

RECEIVED BY _____
(SIGNATURE)

APPLICATION SHOULD BE PREPARED IN (2) COPIES. ORIGINAL TO GROUP LEASING, COPY TO FILE