

Rental Agreement

To:

Program:

Phone:

Fax:

Email:

From:

Note:

Full payment due with signed agreement

This will confirm that, at your request, we have reserved on a rental basis, facilities and support services for your event, to be held on the date(s) specified in this agreement. Please review the following detailed information to assure that this accurately reflects your requirements.

Date: Saturday July 12, 2014	Room Rented: Church Adult Learning Center Room #105 & Kitchen	Time: 5pm-6pm: Set Up 6pm-10pm: Event	Room Rental Fee \$250.00	Estimated Attendance: 90pp
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Contract Room Rental	\$250.00
Damage Deposit*	\$75.00
Total Estimate Due	\$325.00
<i>Signed Contract & All Deposits Due By</i>	6-19-14

Once space is contracted, it is placed in reserve for your event exclusively. You understand that cancellations in all or any part of the space reserved or a change in date will automatically result in a complete forfeiture of all rental fees. This policy is strictly enforced.

***Event & Damage Deposit Requirements**

Upon signing the Rental Agreement, all rental fees are due in full. When renting event space, an additional damage deposit will be automatically added to all events and is required when signing your agreement. This damage deposit will be forfeited as a result of any losses or damages caused by negligence or other misconduct during the event to the property, furnishings or general premises. All payments are required by check made payable to the church.

In signing this Rental Agreement, you agree to release and discharge, indemnify and hold harmless the church, trustees and partners from and against any and all liabilities, claims, actions, costs and expenses in any way relating to or arising out of activities of the client or its members. The client agrees that they take full responsibility for all actions and activities of any person or persons they bring onto the property.

Please confirm your reservations of facilities, based on the terms set forth in this agreement by signing the original and returning it to my attention. These facilities will be held for your use subject to your executing and returning this agreement by mail or email, no later than **6-19-14** If this agreement is not returned along with all required deposits by the above date, space will be available for resale.

ACCEPTED AND AGREED:

Authorized Client Signature :

_____ **Church Representative**

By: _____

Date: _____

Date: _____