

# The Church Rental Guidelines

## Rental Rates

All rental rates vary based on day of the week and the room you are seeking to rent. Standard rental rates are listed below. For more complicated programs, multi day / multi room needs, please contact us directly to receive an accurate rental quote. Rental rates include the event room set-up, use and breakdown of standard property 66" round tables and chairs, as well as built-in screens and LCD Projectors where available. If renting the Courtyard, full access to the attached kitchen is also included. The Church leadership reserves the final right of approval for all events seeking to use the property. Sunday rentals are not available at this time.

<b>Rental Rates:</b>	<b>Non-Member</b>	<b>Church Member</b>
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### **Courtyard:**

(Based on 5 hours or less)

Monday - Thursday	\$750	\$450
Friday - Saturday	\$2400	\$900

<b>Wedding Ceremony Fee:</b>	\$900	\$500
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(Includes up to 1 hour for rehearsal and up to 2 hrs total for ceremony)

(Includes sound technician & wedding coordinator for ceremony)

<b>Gym Rental:</b> (Hourly rates)	\$150	\$150
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### **All Other Event & Breakout Rooms**

<b>Full Day</b>	\$450	\$250
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(Based on over 4 hours)

<b>Half Day</b>	\$300	\$150
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(Based on 4 hours or less)

## **On Site Ceremony Requirements**

When renting the Sanctuary of any Church Campus, the rental fee includes: a Friday night 1 hour rehearsal starting at 5pm or 6pm, a total of 2 hours of time for actual wedding day set up, ceremony and breakdown of the sanctuary as well as a sound tech for microphones and on site wedding coordinator during the event. If more time is required, you must request it prior to signing your contract. A surcharge will be applied.

## **Event & Damage Deposit Requirements**

Upon signing the Church Rental Agreement, all rental fees are due in full. When renting the Courtyard, an additional \$300 damage deposit will be automatically added to all events and is required when signing your agreement. When renting any Church sanctuary for a Wedding Ceremony an additional \$300 damage late fee deposit will automatically be added. All other event & breakout rooms will have a \$75 damage deposit added. 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. If your event runs past its contracted time constraints you will also automatically forfeit the entire damage / late fee deposit. All payments are required by check made out to The Church and mailed to The Church.

### **Cancellation Policy**

Once a contract is returned signed & paid in full, the requested space is held for you exclusively. Rental fees are forfeited to The Church upon cancellation of the event by you, for any reason, with the exception of declared hazardous weather conditions. This policy is strictly enforced.

### **Catering & Vendor Requirements:**

Caterers selected from our approved catering list are allowed on property. Additional vendors and service providers must adhere to the The Church guidelines. All vendors may drop off up to *90 minutes prior* to an event and must vacate the premises, same day, no later than *one hour after* the end of the event. It is the responsibility of the Renter to communicate these requirements to any hired vendor. **Caterers hired for events open to the general public are required to obtain, at their own expense, a food permit from the town. The Church must receive a copy of the permit a minimum 21 days prior to the event date.**

### **Decorations:**

The Church does not allow any decorations to be affixed to the walls, floors or ceilings unless prior approval has been granted. Absolutely no rose petals, rice, bubbles, red wine or red based beverages are allowed under any circumstances. All decorations must meet the Fire Department codes. No open flame candles may be used. \*See Damage Deposit Fees.

### **Alcohol:**

The Church does not allow alcohol to be served anywhere on the property at any time. Any event attempting to serve alcohol will be shut down immediately with all fees forfeited.

### **Parking:**

We are pleased to offer ample complimentary self and street parking during your event. Large events may require the hiring of a traffic control officer. If so, The Church will order one at your expense.

### **The Church Membership:**

Partners of The Church receive discounted rental fees (see above) however, they are expected to follow all required guidelines and act as good stewards of the property. Membership is defined as an active The Church member who has completed the required Welcome Lunch, Membership Classes and been successfully interviewed and approved by the The Church leadership *prior* to the signing of a Rental Agreement. For purposes of renting event space, The Church members and their children will receive Membership Rental Rates.

### **Signs and Displays:**

No signs, banners or displays are to be erected or affixed in any part of the facility without prior written approval. The Church assumes no responsibility for the damage or loss of any merchandise or articles left on the property before, during or after the event. This includes any items provided by the vendors such as flowers and other decorations, linen and chair rentals etc.

### **Additional Items & Fees:**

**No event may run past 11pm.** Any event that runs past its contracted end time will automatically forfeit their prepaid damage deposit and may be required to pay additional labor fees. Events that do not meet these requirements will no longer be able to rent event space at The Church.

The Church is a smoke free environment.

Food and beverage items are to be enjoyed outside and away from the Sanctuary and Chapel.

**Event Room Set Up:**

Renters are responsible for giving The Church their room set up needs, i.e. tables and chairs etc, one week prior to the event. It is preferred that you email these set up needs to us.

Where available, if the event room contains built in screens and LCD projectors, they are included in your rental fee. You need to provide your own technology device to hook up directly and you are responsible for running the systems. Easy instructions are in each event room. If you need a technology professional to assist running your event, please let us know a minimum of 15 business days prior so that arrangements may be made. Additional labor fees will apply.

When contracting an event rental at The Church all signed contracts must be accompanied with a client signed Rental Guidelines form as well as full payment in order to lock up the requested room and date.

Client Signature required, agreeing to the terms stated above:

\_\_\_\_\_ Date: \_\_\_\_\_