

# THE JOURNEY

## Fellowship Hall Rental Agreement

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Description of Event \_\_\_\_\_


|                             | DATE |                                   |
|-----------------------------|------|-----------------------------------|
| Deposit Paid                |      | Within 2 weeks of reserving space |
| Balance Paid                |      | 2 Weeks prior to event date       |
| Security Deposit Paid       |      | 1-2 Days prior to event           |
| Key Given                   |      | 1-2 Days prior to event           |
| Insurance Document Received |      | 2 Weeks prior to event            |
| Key Returned                |      | 1 <sup>st</sup> Day after event   |
| Post Event Inspection       |      | By:                               |
| Security deposit returned   |      | Within 1 week, if no issues       |

Following are the rules and expectations of any person(s) renting our church space. **Renter please initial representing agreement to the terms.**

1. **RENTAL FEE:** The fee to rent the hall space is \$500 per event – An event constitutes of six hours inclusive of setup time.
2. **DEPOSIT:** A \$100 deposit is required with the application after date has been agreed upon.
3. **SECURITY DEPOSIT:** A \$500 security deposit is required. It is due upon receipt of the key to the building. The security deposit is returned after the post-event inspection and no issues are found.
  - a. The building key must be returned the day after the event.


- b. The premises will be inspected by a representative of The Journey and any issues will be noted.
- c. If there is excessive soiling or any damage to any of the contents of The Journey, some or all of the security deposit may be retained.
- d. If the premises are left in good, clean condition, the entire security deposit will be returned. \*\* Please note that the security deposit will be returned after the premise inspection which may take (up to 2 business days) a day or two.


4. **APPLICATION:** The party responsible for the event must be over 25-year-old and have the required insurance policy in their name.


5. **HALL CAPACITY:** The Journey hall space can accommodate up to 150 persons. It is up to the renter to ensure this number is not exceeded. 


6. **ALCOHOL:** If alcohol is to be served (or available) at the event, a separate Alcohol Use Agreement must be submitted with the application.

7. **INSURANCE:** An event rider must be obtained from the renter's insurance company (ACORD form). This must be presented to The Journey Event Representative no later than two (2) weeks prior to the event. The ACORD form must list The Journey Church of the Hudson Valley as an additional insured and must carry a minimum of \$1,000,000 in liability coverage.

8. **SUPERVISION:** The signer of the agreement is the person responsible for the aforementioned rules and policies to be followed / enforced. This person MUST remain on the premises for the duration of the event. 

9. **END OF EVENT:** The event must end by 11:00 pm. 

10. **POLICE RESPONSE:** If the police respond to the premises due to any quality of life complaint (ex. Excessive noise, public intoxication, etc.) the security deposit will be forfeited. The police may also shut down the party and no credit for unused time will be given. 

11. **SMOKE MACHINES:** Smoke machines are not permitted. If the Fire Department responds to a false smoke alarm due to an unauthorized smoke machine, the deposit is forfeited. 

**12. PLAY STRUCTURES:** Play structures, such as bounce houses and trampolines are not permitted.

**13. USE OF AMENITIES:** It is expected that the kitchenette and its amenities (coffee pot, microwave, refrigerator, etc.) will be clean and left in the condition they were received prior to the event.

**14. DECORATIONS:** We expect renters to use care not to damage our hall when installing or removing decorations. No holes in the walls or any surface may be made.

- a. Tape must be of a type that does not leave a sticky residue (No duct tape).
- b. Tape cannot be used on painted surfaces.
- c. Tape and decorations must be removed after the event.
- d. Damage to the hall from decoration may result in forfeiture of the security deposit.

**15. GENERAL DAMAGE:** Damage to the interior or exterior of the church property resulting from the actions of persons attending the event will result in forfeiture of the security deposit. If damage from the event exceeds the amount of the security deposit, The Journey may bring a court claim against the individual signing the agreement.

**16. CLEAN UP:** Clean up must be completed immediately after the event and the premises should be left clean, inside and out.

- a. Fellowship Hall
  - i. Trash and loose items picked up and discarded; trash taken to dumpster
  - ii. Decorations removed from premises entirely
  - iii. The floor vacuumed
  - iv. The carpet cleaned of any stains
  - v. Table wiped down and left clean
  - vi. Chairs must be set up for service as shown in Appendix A.
- b. Kitchenette
  - i. Trash and loose items picked up and discarded; trash taken to dumpster
  - ii. The floor swept
  - iii. Amenities cleaned and left in condition found
  - iv. Leftovers removed from refrigerator and surrounding areas
- c. Bathrooms

- i. Paper and trash cleaned up
  - ii. The floor swept
  - iii. Counters wiped down with damp towels.
- d. Parking Lot
  - i. Paper and trash cleaned up
  - ii. All garbage placed in dumpster

**AGREEMENT**

I have read the Rental Agreement above and agree to abide by the rules, expectations and policies within the agreement.

\_\_\_\_\_Alcohol will not be served (or available) at the event.

Or

\_\_\_\_\_Alcohol will be served, or available. We have completed the Alcohol Usage Agreement.

Date of Event \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Printed Name \_\_\_\_\_ Age \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

**ALCOHOL USAGE AGREEMENT**

EVENT DATE \_\_\_\_\_ DAY OF THE WEEK \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

The following policy applies to usage of alcohol by renters of The Journey Church of the Hudson Valley:

1. Alcohol is permitted only inside the hall.
  - a. Alcohol is not permitted outside the premises.
2. Only beer and wine are permitted at events. NO other types of alcohol are permitted.
3. Alcohol must not be served or made available to minors.
  - a. The renter is responsible to ensure alcohol consumption remains within reasonable limits.
  - b. Usage of alcohol by the renter is at the risk of the renter.
4. The renter must have insurance coverage indicating coverage for alcohol consumption.
5. Violation of the terms of this Agreement will result in forfeiture in the security deposit.

I have read and understand the Alcohol Usage Agreement above and agree to abide by these rules, expectations and policies within the Agreement.

Date of Event \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_