

LOVE LIFE CHRISTIAN FELLOWSHIP CHURCH

PASTOR GRACE C. WASHINGTON, M.DIV.

THE R.J. HENDLEY EDUCARE COMPLEX

RENTAL AGREEMENT



Please sign and return attached contract NO LATER THAN _____.

*Signed faxed copies of this contract are accepted.
Event date will not be reserved until a deposit is received.*

3980 Panthersville Road • Ellenwood, Ga 30294
(404)241-1499 Office • (404)241-8001 EduCare Complex
(404) 241-1519 Fax

Email: llife01@bellsouth.net • Website: www.lovelifecfc.org

Rental Contract

R.J. Hendley Educare Complex
3980 Panthersville Road
Ellenwood, GA 30294

ENGAGEMENT

1. The Love Life Christian Fellowship Church, hereinafter referred to as LLCFC, agrees to rent the R.J. Hendley EduCare Complex to _____, represented by _____
(Organization/Individual Name)

(Printed Name)

(Print Title if representing Organization)

Requested rental space(s) is (are) (check all that apply): ☐ Fellowship Hall ☐ Kitchen ☐ Conference Room

The rental period will be from ____/____/____ thru ____/____/____.

The rental time* is from _____ am/pm until _____ am/pm.

***Renter must include set-up, break-down and clean-up time into the rental time.**

2. The planned event is a(n) _____ with an expected attendance of _____
(Banquet, reception, conference, meeting, family reunion)
_____ (Maximum Capacity: 130 persons).

3. The desired set up is depicted in the attached diagram and will include the following:

- A. Theater style arrangements with _____ chairs per table.
- B. _____ 60 inch Round Tables with _____ chairs per table.
- C. _____ 72 inch Rectangular Tables with _____ chairs per table.
- D. A head table consisting of _____ 60 inch round and/or _____ 72 inch rectangular tables with seating for _____ persons.

**LLCFC Representative will advise of maximum number of tables allowed per set-up preference.*

4. This event will be catered by _____.
(Caterer must be an approved vendor - Licenses may be requested)

5. The following multi-media support is requested (requests above normal setup require a professional technician):

- A. Audio: Normal setup (Podium and mic w/ amplifiers) _____
Microphones (More than one) _____ Play CD _____ Play Tape _____
- B. Visual: Play Video Tape _____ Overhead Projector (transparencies) _____
LCD Projector _____ Screen _____ Other _____

(*Note: Laptop Computer will not be provided)

- C. Explain the multi-media concept:

POLICIES

6. The following restrictions apply:

- A. Smoking inside or outside is prohibited on property.
- B. Items can not be affixed to walls and/or floors in any manner (including tape or pins).
- C. Room thermostats can only be adjusted by LLCFC personnel.
- D. Profanity, Lewd dancing, obscene songs, and obscene language are prohibited.
- E. The sale of products must be pre-approved by LLCFC.
- F. Gambling is not allowed on the property.
- G. Access to the multimedia control room is restricted to LLCFC technicians only.
- H. All caterers used must be pre-approved by LLCFC.
- I. There are no alcoholic beverages or illegal substances allowed on premises.
- J. All youth (under the age of 18 years of age) must be accompanied by a responsible adult.
- K. All events (including cleanup) must be concluded by 11:00pm.
- L. No parking on the grass or sidewalk. All vehicles must be parked in a parking space.

DEPOSIT/FEES

7. The following charges apply:

A. Room Rental (includes podium and mic on stand)	\$ _____
B. Security Deposit (refundable)+	\$ <u>200.00</u>
C. LCD Projector and Screen (\$25/hr) <i>Optional</i>	\$ _____
D. Multi-Media Technician - Required w/use of Audio/Visual (\$75/hr) <i>Optional</i>	\$ _____
G. Setup and breakdown of tables/chairs (\$100) <i>Optional</i>	\$ _____
H. Conference Room or Kitchen Rental Only (\$75/hour)	\$ _____
Total Charges	\$ _____

+ The security deposit will be mailed to the Renter within 30 days of the event date if the facility is in its original condition. Security deposit may be retained in lieu of credit card charges for incidentals. Security deposit will be forfeited in the event that damages, overages in usage time, or other situations occur.

++ Love Life Christian Fellowship Church reserves the right to utilize the church and/or fellowship hall if it is needed for a repast or other unforeseen emergency. In this unlikely event, all monies will be returned to the renter.

- 8. A deposit in the amount of 50% of the room rental (\$ _____), of which 1/2 thereof is non-refundable if Renter does not cancel within 30 days of the event (\$ _____), and the security deposit (\$200) is due upon signing the contract.
- 9. The final balance is due no later than _____ (30 days prior to event date or at time of signing contract if within 30 days).
- 10. Acceptable forms of payment are: personal checks (for initial deposit only), money orders, certified checks, cashiers checks, or credit card. All payments should be made payable to *Love Life Christian Fellowship Church*. **There is a \$35 returned check fee.**
- 11. A valid credit card number is required at time of contract to cover any incidentals.

Name (as it appears on the credit card): _____

Credit card type: ☐ Visa ☐ Master Card ☐ American Express

Credit card number: _____ Expiration date: _____

Billing address: _____ Phone number: _____

PAYMENT SCHEDULE

Description:	Amount:	Due:	Received on:
50% Room Rental Deposit -OR- Room Rental (full) – if reserved within 30 days of event	\$ _____ \$ _____	At time of contract:	
Security Deposit (refundable)	<u>\$ 200.00</u>	At time of contract:	
LCD Projector and Screen Multi-Media Technician Setup and breakdown of tables/chairs Other Support: _____	\$ _____ \$ _____ \$ _____ \$ _____	30 days prior to event:	
Balance: (Total Charges minus Room Rental Deposit minus Security Deposit)	\$ _____	30 days prior to event:	

By signing below I have read and agree to the terms, conditions, and provisions set forth by Love Life Christian Fellowship Church in this Agreement. I understand that this is a legally binding agreement and is subject to all applicable federal, state, and local laws, including health and safety codes. Any violation within said agreement will be considered a breach of contract. I acknowledge that I am solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, display, or reproduce any copyrighted works which may be used. This Agreement will be binding upon the successors, assignees, and transferees of the parties hereto. The representatives signing this Agreement are authorized to bind each of the parties to the conditions and provisions of this Agreement. It is understood that the event date(s) will not be reserved until the deposit fee and the signing of this document have been remitted.

As Agreed on this _____ day of _____, 2012.

Renter's Signature

Rentee's Signature (Love Life)

Renter's Printed Name

Rentee's Printed Name (Love Life)

Renter's Mailing Address: _____

Renter's Phone Number _____ Alternative Phone Number _____

State Issued ID/Driver's License# _____ Exp. Date _____

In Case of Emergency, Contact _____

(Copy of state issued ID must be affixed to this contract)

HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (hereinafter referred to as "Agreement") is entered by and between, an individual or organization, (hereinafter referred to as "Renter") and Love Life Christian Fellowship Church, a Corporation, (hereinafter referred to as "Rentee" or "LLCFC"), on this _____ day of _____, 2012 in Ellenwood, Georgia.

Agreement

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Renter and Rentee agree:

Renter will indemnify and hold harmless Rentee from any and all claims, liability, actions, and judgments, including all costs and expenses of defense and attorney's fees incurred in defending against same, arising from any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which LLCFC may suffer or incur in connection with the Renter's use or misuse of the premises located at 3980 Panthersville Road, Ellenwood, Georgia;

Renter will not hold LLCFC responsible for any bodily injury or damages that may occur to vehicles or other property on the property of 3980 Panthersville Road, Ellenwood, Georgia whether or not a Property Monitor is present. Renter's actions include acts of Renter's agents, employees, guests, or independent contractors. Renter will be responsible for any & all damages caused or repairs made necessary to the rental facilities or public areas, equipment, or furniture as a result of any actions or activities while under the rental duration.

Rentee shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Renter shall indemnify and hold harmless Rentee for any such claims paid, including Rentee's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought against Rentee within the scope of this Agreement, Renter shall pay for legal counsel chosen by Rentee to defend against same.

The Renter may not bring onto the premises any article or item of a dangerous, inflammable, or explosive character that might substantially increase the danger of fire on the premises, or that might be considered hazardous by the LLCFC insurance company.

Renter may not assign or sublease any interest in the premises without the prior written consent of LLCFC. ***Alcoholic Beverages, illegal narcotics, smoking, and firearms are strictly prohibited on the premises.***

If a default by LLCFC occurs for any reason, the total amount of funds invested will be returned to the Renter.

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to a reasonable attorney's fees, which may be set by the court in the same action, or any separate action brought for that purpose, in addition to any other relief such party may be entitled. This Agreement shall be interpreted under the laws of the state of Georgia.

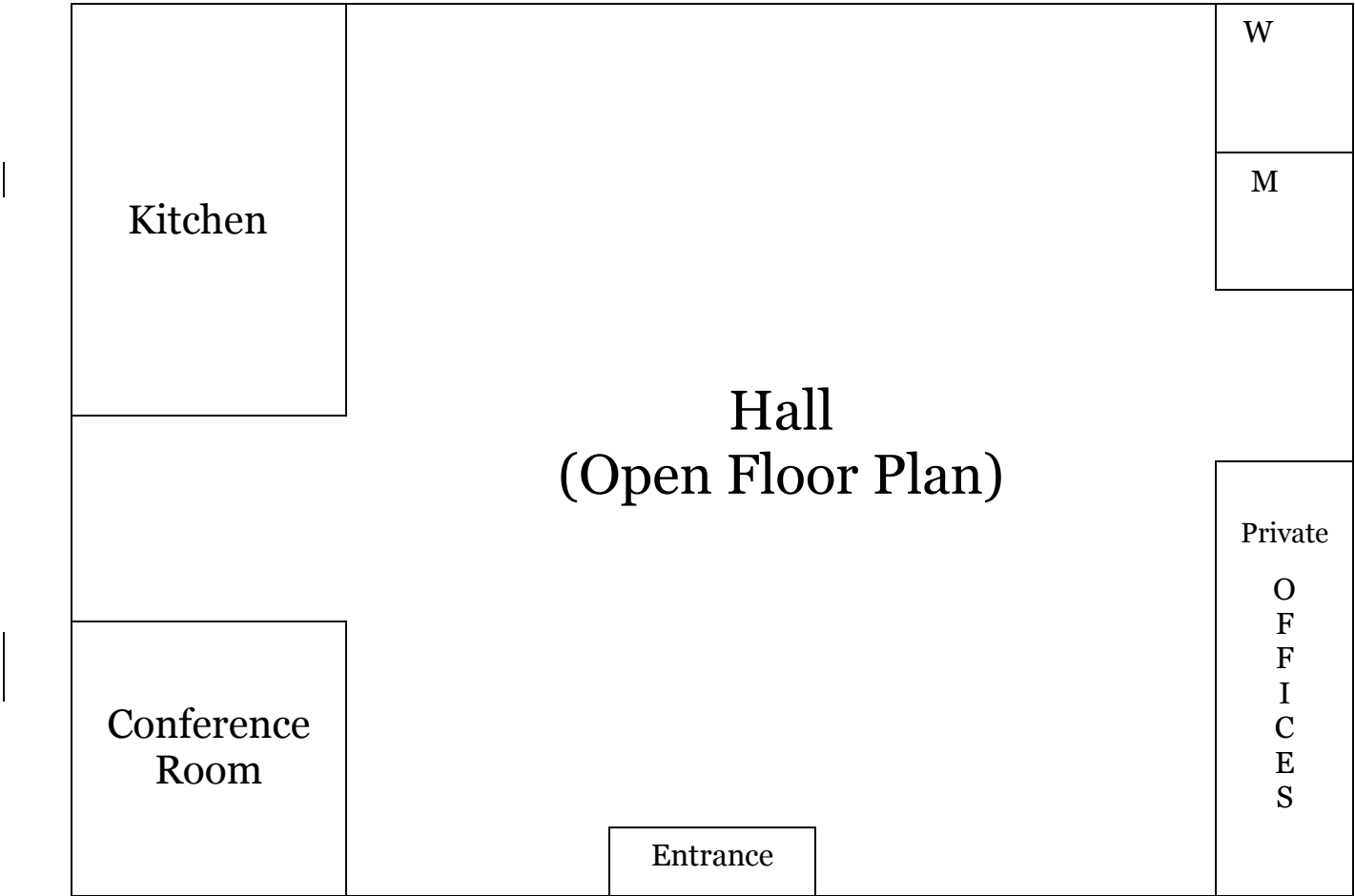
This indemnity shall survive termination of this contract only as to claims arising out of events that occur prior to termination of this contract. To the extent a claim arising from Renter's conduct is covered under Renter's insurance, Renter shall not pursue claims against Rentee. In no event shall Renter make any claim against Love Life Christian Fellowship Church's insurer.

As Agreed,

Renter – Love Life Christian Fellowship Church Representative

Rentee – Sign and Print Name

The R. J. Hendley EduCare Complex



Vendor Referral List

The following is a list of service providers you may wish to consider for your event. You are responsible for interviewing and selecting a suitable provider. By utilizing this list of resources, you understand and agree that Love Life Christian Fellowship Church is in **no way** responsible for the acts, omissions, or services of any of the providers.

By establishing a referral list, LLCFC does not purport to act as an agent nor do we guarantee the quality of services provided. LLCFC accepts no liability for any civil or criminal actions that may arise out of business transactions related to this referral list. The renter and vendor are responsible for ensuring that all items for their event are provided (such as plastic ware, tablecloths, serving utensils, carry out trays, bottled water, etc.) Love Life Christian Fellowship Church is supplying the facility only. Please discuss these and other items with your vendor prior to your event.

Catering

The Secret Ingredient ala Gwen
Contact: Gwen Glass
Phone: (678) 886-3334 | (770) 362-0498
Email: gwenny117@yahoo.com

Chef Demetrius Wright
Email: metrichef@gmail.com

Photography

Digital Legacy Photography
www.digitallegacyphoto.com
Contact: Uwezu (Zu) McReynolds
Phone: (678) 467-9517
Email: zu@digitallegacyphoto.com

Videography

Terrance Hollingsworth
Phone: (404) 538-7171

Tyler Bell
JTVProductionz
Phone: (770) 617-7608
www.jtvproductionz.com

Event Planning

Happily Ever After Wedding & Event Planning
www.happilyevrafter.com
Contact: Lizona Jones
Phone: (770) 808-1833
Email: liz@happilyevrafter.com

Graphics Design
Cornerstone Creatives
Contact: Veverly Davis
(678) 517-4939
Email: cornerstone_creatives@yahoo.com

Decorations

Silk Creations
Contact: Teresa Thomas
Phone: (678) 698-6183

Musicians

Nelson Gray, Pianist/ Organist
Phone: (770) 596-1464
Email: nelsongray@yahoo.com

Torrey Storey, Percussionist
Phone: (678) 612-7436