

Providence Baptist Church Facility Rental Form

Contact Information

Last Name: _____ First Name _____

Organization (if applicable): _____

Phone Number: _____ Email: _____

Event Details

Event Date: _____ Event Time - Start: _____ End: _____

Expected Number of Attendees: _____

Event Type/Description:

Setup Time Needed: _____ Breakdown Time Needed: _____

Space Selection: *Please check the spaces you wish to reserve and enter the corresponding fee:*

Sanctuary (\$650/4 hours)

☐ Sanctuary \$_____

☐ Audio/Visual Support (TBD - contact preferred vendor)

Tynes Hall

Banquet Style:

☐ Intimate (up to 50) - \$275

☐ Medium (51-125) - \$300

☐ Large (125+) - \$325

Theatre Style:

☐ Intimate (up to 50) - \$225

☐ Medium (51-125) - \$250

☐ Large (125+) - \$275

☐ Kitchen Usage - Food Staging Only - \$95

Total for Tynes Hall: \$_____

Enrichment Center

Banquet Style:

- ☐ Medium (up to 250) - \$600
- ☐ Large (up to 300) - \$650

Theatre Style:

- ☐ Standard (up to 250) - \$525
- ☐ Extended (up to 300) - \$550

- ☐ Kitchen Usage - Food Staging Only - \$175
- ☐ Basketball/Sporting Event - \$450

Total for Enrichment Center: \$_____

Rooms

Conference Room:

- ☐ 1st Floor (20 people) - \$100

Classrooms:

- ☐ Small (up to 12) - \$50
- ☐ Medium (up to 18) - \$65
- ☐ Large (up to 25) - \$75

Total for Rooms: \$_____

Grand Total Rental Fee: \$_____

Additional Requirements

Will you need:

- ☐ Tables (please indicate whether you want round or rectangular tables and quantity)



Quantity: _____

- ☐ Chairs - Quantity: _____
- ☐ Other (please specify): _____

Agreement

I have read and agree to comply with all facility usage policies and procedures. I understand that a deposit is required to secure the reservation and that final payment is due prior to the event.

Printed Name: _____ **Date:** _____

Signature: _____ **Date:** _____

****Please continue to the "Hold Harmless Agreement" on the next page.***

For Office Use Only

Deposit Received: \$ _____ Date: _____

Balance Due: \$ _____ Date: _____

Approved By: _____

Notes: _____

Hold Harmless Agreement and Release

This Agreement and Release (hereinafter "Agreement") is made _____ day of _____ 20_____, by and between Providence Baptist Church (hereinafter "PBC"), 1106 Tuscaloosa Street, Greensboro, NC 27406, and _____ (hereinafter "Lessee"). Whereas, Lessee desires to obtain use of certain PBC facilities for the purpose of having a meeting or an event and PBC is agreeable to lease certain facilities and to provide certain services to lessee. Now, therefore, in consideration of the respective covenants contained herein, the Parties agree as follows:

1). **PBC Facilities.** For the purpose of this Agreement, PBC facilities available for use by Lessee are identified as follows:

- a. Sanctuary _____
- b. Multipurpose Room _____
- c. Tynes Hall _____
- d. Conference Room _____
- e. Classrooms (small, medium, large) _____
- f. Kitchen _____
- g. Multipurpose Room and equipment _____
- h. Childcare Room _____

(The PBC facilities that are covered by this Agreement shall be indicated by a "YES" and the facilities that are not covered by this Agreement shall be marked out in ink and initialed by the Facilities Manager/Event Scheduler of PBC).

2). **Conditions.** The use of PBC facilities pursuant to this Agreement is subject to the following conditions fully agreed to by both parties.

- a. PBC facilities shall be used only for religious , community or charity related activities which provide no gain or profit to the Lessee that is not used or that is not used to promote such religious, community or charity activities.
- b. PBC reserves the right to cancel this Agreement when necessary, in order to accommodate weddings or funerals. PBC shall give reasonable notice to Lessee in writing of any cancellation and refund any fees paid.
- c. PBC prohibits the use of alcoholic beverage and tobacco products of all kinds in the facilities. The use of alcoholic beverages is prohibited on the premises. Lessee agrees and warrants that the participants will abide by this condition.
- d. Lessee assumes all liability and responsibility for injury or damage to any person or to any property, real or personal, resulting from or related to Lessee's use of facilities covered by this Agreement, and Lessee agrees to indemnify and hold PBC harmless of and from any expense or loss or damage sustained or incurred by reason of the assertion of any claim of injury or damage. Lessee shall obtain and maintain a policy of insurance that provides liability coverage, which shall be the primary coverage for such liability and any insurance carried by PBC is

secondary and excess coverage. This policy shall name PBC as an additional insured there under.

- e. Lessee shall be responsible for all costs and expenses related to food during the use of PBC facilities.

3). **Fees.** The Facilities Manager/Event Scheduler of PBC is responsible for assessing and collecting the appropriate fees for use of the desired facilities. A Summary of the agreed-upon fees is attached to this Agreement and made a part thereof. Fees shall be paid to the use of the facility.

4). **Room Set-up/Arrangements.** Ten day prior to scheduled use, Lessee shall submit to the church office the “Facilities Request” form that provides for the room arrangement including the number and placement of chairs and tables and other equipment.

5). This Agreement shall become effective, subjective to all conditions cited above, upon the signature and approval of the Facilities Manager/Event Scheduler or duly authorized agent.

6. Persons and members of all groups granted use of church facilities assume all risks associated with use of church facilities. Under no circumstances or conditions shall the church be legally liable to any person or group for any accident or occurrence that may happen to such group or persons while using church facilities.

7). It is expressly understood that PBC makes no representation about the condition of its facilities and premises or the safety thereof and any person or group using PBC facilities and premises shall do so at their own risk.

8). The person signing as Lessee shall have the authority of all group members to agree to all terms and provisions of this Agreement and Release, and the signature or signatures for Lessee shall constitute the representation that all members have so agreed and that the person signing had full authority to agree to all such terms and provisions.

LESSEE: By Providence Baptist Church
Title Event Coordinator Date _____

LESSOR: Providence Baptist Church
By _____
Title _____ Date _____