

**New Beginning Baptist Church**

 **9601 Caughman Road Columbia, SC 29209**

**Church/Fax (803) 695-1195 Pastor’s Office (803) 695-1194**

[**www.newbeginningbaptistchurch.com**](http://www.newbeginningbaptistchurch.com) **newbeginning0007@att.net**

 **Rev. Gerald A. Tucker, Pastor/Founder**

**SHORT TERM RENTAL AGREEMENT**

**This rental agreement entitles the Tenant to the use of only the area(s) rented as indicated in this lease agreement.**

**RESPONSIBLE PARTY (TENANT) INFORMATION: ORGANAZATION (OPTIONAL)**

* **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Name of church, organization, group, etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**
* **ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_**
* **EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **HOME #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **DRIVERS LICENSE ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_\_\_\_**
* **Name of church, organization, group,**
* **etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **DAY\_\_\_\_\_\_\_\_\_\_\_\_ MONTH\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_**
* **OCCASION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **SETUP TIME: From \_\_\_\_\_\_\_\_\_\_ am/pm To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm**
* **EVENT TIME: From \_\_\_\_\_\_\_\_\_\_ am/pm To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm**
* **AREA(S) RENTED FOR EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESERVATION**

* The event must be paid in full before or within two weeks prior to the event.
* A total rental amount for two hours ($150.00) deposit is required at the time of booking to guarantee the date and time.
* A $100.00 non-refundable fee will be charged if the tenant cancels the contract before thirty (30) days to the event.
* The total amount paid will be refunded to the tenant if NBBC cancel the contract for any reason other than the tenant violation of the lease.
* FORMS OF PAYMENT ACCEPTED:CASH**,** CASHIER CHECKS, OR MONEY ORDER.

 **NO PERSONAL CHECKS!!**

**ON THE DAY OF THE RENTAL:**

* One hour prior to and after the event is allowed for setup and clean up.
* Additional hours will be allowed for decorating or setup for a fee of $25.00 per hour.
* A clean up fee of $150.00 will added to the total amount of the rental.
* Additional hours for events may be provided for $75.00 per hour over the allotted time as outlined. (The overtime must be paid and approved prior to allowing the additional hours)
* Rental times start at the time the property needs to be accessed. This doesn’t infringe upon the time allotted for setup and cleanup.
* A total of two hours’ minimum to rent fellowship hall only. Exceptions may be made at the discretion of the Pastor and/or rental committee. Depending on the circumstances.
* To rent the sanctuary at any time it must be cleared by the Pastor before booking. A two hour minimum is required to rent the sanctuary. Exceptions may be made at the discretion of the Pastor.
* To rent both the fellowship hall and sanctuary a maximum of 6 hours of allotted time is required. However, the above exceptions still apply.

**AFTER THE RENTAL EVENT:**

* The property closes at 10:30 pm. Therefore, plan your event with this closure time in mind.

**SAFETY OF THE PARKING AREA/PREMISES:**

* Will be provided by New Beginning Baptist Church Safety Ministry, at a rate of $9 per hour, per safety person needed, The Director of the Safety Ministry will determine how many safety persons is needed depending on the event.

**Total Number of Safety Personnel Needed** \_\_\_\_\_\_\_\_\_\_ / **Total Hours Needed\_\_\_\_\_\_**

**TOTAL OF RENTAL:**

1. **Rental Area(s) $\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Total Due for Safety Cost: $\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPOSIT:**

**Minimum Deposit of $150.00**

**Deposit Paid: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance Due: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance must be paid in full two weeks prior to event.**

**RESERVATIONS ARE NOT GUARATEED:**

* **Until deposit is received.**

**REFUNDS:**

* If reservation is cancelled by the Tenant for any reason only fifty (50%) of deposit will be refunded up to thirty (30) days prior to event.
* No refund if tenant cancel within thirty (30) days prior to event.
* In case of an emergency within thirty (30) days prior to event. A partial refund may be given at the discretion of the Pastor and Trustee Ministry.

**NBBC RESERVE THE RIGHT TO CANCEL**:

* NBBC reserve the right to cancel any reservations if it is found that the tenant is in violation of this contract in any way. The amount of the refund will depend on the violation and when the violation was discovered.
* NBBC reserve the right to cancel any reservation that may cause harm or damage to the property, renter, guest or church officers/members.

**RULES:**

* Tenant agrees to abide by all the rules, including rules with respect to **“NO SMOKING, NO GAMBLING, NO SALE OR USE OF ALCOHOL OR DRUGS, NO VULGAR LANGUAGE SPOKEN OR IN SONG.** The tenant agrees to comply with all status, ordinances, and requirements of all municipal, state, and federal authorities, regarding the use of the premises.
* **ASSIGNMENT** **AND** **SUBLETTING:** Tenant will “NOT” assign this agreement or sublet any portion of the premises.
* **NO DECORATIONS THAT WILL REQUIRE PUTTING HOLES IN THE WALL OR ANY KIND OF DAMAGE TO THE STRUCTURE/PROPERTY OF NBBC.**
* Tenant is responsible for clearing all tables and deposing of excessive trash in the proper containers that will be provided.
* NBBC is not responsible for any leftover food or lost items.

 **NEW BEGINNING BAPTIST CHURCH WILL NOT BE LIABLE FOR:**

* Any damage or injury to person, or to any personal property, occurring on the premises, or in common areas, unless such damage is the legal result of the negligence or willful misconduct of New Beginning Baptist Church, his or her agents, or employees. These policies are needed due to loss of possible booking and everyone safety. We appreciate your business and we want to make your experience a pleasant one for all of us.

**Accommodations:**

**The maximum occupancy is based on the fire code permit. 300 people.**

* Number of tables needed=\_\_\_. Number of chairs needed= \_\_\_ (six chairs per table).
* **NOTE:** Include tables needed for set up in number of table.
* If you are renting the fellowship hall, a sketch of the fellowship hall set up is needed prior to event. Please try to depict how you would like the tables, chairs, podiums, etc. setup and returned to NBBC no later than a week prior to event.

**ENTIRE AGREEMENT**:

By signing this agreement you are stating that you agree to the above terms and conditions stated.

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**Signature of Responsible Party DATE**

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**Signature of NBBC Representative DATE**

**Contact Persons:**

 **Trustee Charles Riley Phone: 803-391-5561** **Criley2@aol.com**

 **Minister Sandra Riley Phone: 803-391-5562 sandrarileyc@aol.com**

Please submit your concerns or compliments in writing to New Beginning Baptist Church.