

Greater Bethel African Methodist Episcopal Church

701 SE 43rd Street
Gainesville, FL 32641

Telephone: (352) 376-8846
FAX: (352) 376-9880

FACILITY USE CONTRACT

Date & Time Requested: _____

Date & Time: _____

REQUESTOR'S INFORMATION:

NAME _____		
ADDRESS _____		
CITY _____	STATE: _____	ZIP CODE: _____
HOME PHONE # _____	CELL PHONE # _____	
E-MAIL ADDRESS: _____		

COMPANY'S INFORMATION:

NAME OF COMPANY/ORGANIZATION _____		
ADDRESS _____		
CITY _____	STATE: _____	ZIP CODE: _____
TELEPHONE # _____	TELEPHONE PHONE # _____	
E-MAIL ADDRESS: _____		

EVENT INFORMATION

Please include times that you are requesting for Church to be available to you (opening/closing of the building).

_____	Beginning Time: _____	Ending Time: _____
_____	Beginning Time _____	Ending Time _____
_____	Beginning Time: _____	Ending Time: _____
_____	Beginning Time: _____	Ending Time: _____

SIGNATURE: _____ DATE _____

RENTAL AGREEMENT:

RENTAL COST INFORMATION:

Sanctuary – \$300.00 (Sanctuary - *up to four hours per day/additional hours will be \$50 per hour*)

Fellowship Hall – \$150.00 (*up to four hours per day/additional hours will be \$25 per hour*)
All food must be pre-prepared/catered. No cooking is allowed in the kitchen.

Refundable Security Deposit – \$100.00

Additional Staff Services \$ _____ *

TOTAL COST FOR THIS RENTAL AGREEMENT = \$ _____

PAID = \$ _____

BALANCE DUE = \$ _____
Full Balance due 3 days prior to event

All prices include the cost of our Sound Staff with normal use of sound equipment (microphone use and adjustments), piano/organ for musicians. Personal sound equipment **cannot** be connected to the Church's existing system. You must employ a musician and Soloist(s) in order to not be charged for additional staff services. * If you do not have a musician you will need to coordinate with our staff for your music plans (*i.e. recorded music to be played through system*). You must provide a copy of all music that will be used during your event at least 1(one) week in advance. This price is subject to change depending on the use of Audio/Visual technical staff during ceremony.

SIGNATURE: _____ DATE _____

Greater Bethel African Methodist Episcopal Church

701 SE 43rd Street

Gainesville, FL

FACILITY USE CONTRACT FOR EVENTS

This Contract is entered into between
GREATER BETHEL AFRICAN METHODIST EPISCOPAL CHURCH
and

Name _____

The terms and conditions set forth herein must be complied with within its entirety. Use and access to the Church will be specifically indicated and agreed to by both parties. For this agreement to be accepted and approved the following rules and conditions must be adhered to. **Please initial each item.**

1. A complete application must accompany this agreement and be returned to the Church's office or through mail. You will be contacted once application has been received for approval. _____
2. A "REFUNDABLE" security deposit of \$100 must be paid within the initial payment but not included in the total cost of the rental of the facility. This deposit is for any damage that may occur to the facility during your event and will be returned within 7 days after the inspection of the facility. _____
3. After using the sanctuary, children's church room etc., the applicants are responsible for having all furniture put back in place with trash collected and placed in the outside dumpster. _____
4. During activities, children should be under constant supervision. Greater Bethel AME Church will not be responsible for any injuries or the loss or theft of any personal property of the applicants and their guest. _____
5. The applicant(s) will be responsible for any physical damage to the facility and agrees to pay for all repairs within seven (7) days of receiving an invoice. _____
6. Applicant will be responsible for any "set-up" or special arrangements of chairs and tables.
7. No ALCOHOL, SMOKING, USE OF DRUGS or WEAPONS will be allowed in nor on church properties. _____
8. If dining area is requested then the following applies: the floor must be left clean, and trash removed and placed in the Dumpster. There will be an additional \$50.00 fee if the kitchen and dining area are not returned in the appropriate state. Food is to be confined to the "Fellowship Hall and Kitchen. **Food can be warmed using the warmer but must be prepared/catered prior to the event. No cooking allowed in the Kitchen.** _____
9. The time of the event and hours proposed for using the facility are to be specified in the application. The Pulpit and Altar furniture **cannot** be moved. All decorations, flower/plants, and any other decorations **must** be removed from Church immediately following the event. _____

10. **ALL CANDLES MUST BE APPROVED Before they can be used in Sanctuary. Dripless candles** with sleeves/covers are the only candles authorized for use in the Church or Sanctuary. If approval is not given prior to event, then candles will not be allowed for use during event. _____
11. The church is not rented the Saturday before the 1st Sunday nor on Sundays. _____
12. All events must end no later than **8:00 PM** or whatever time is prearranged/approved. _____

I have read and fully understand the terms and conditions of this contract and agree to comply with rules and regulations of Greater Bethel AME Church regarding the use of the facility.

Applicant's Signature

Applicant's Signature

CHURCH STAFF USE ONLY

Total Amount Due: \$ _____

Amount of Deposit: \$ _____

Date: _____

Payment received: \$ _____

Date: _____

Balance Due: \$ _____

Promise of Payment Date: _____

<u>DATES</u>	<u>Hours Reserved</u>	<u>Hours Used</u>	<u>Hours over</u>			
_____	_____	_____	_____	x \$50.00	= \$	_____
_____	_____	_____	_____	x \$50.00	= \$	_____
_____	_____	_____	_____	x \$50.00	= \$	_____

ADDITIONAL AMOUNT DUE \$ _____

Special Notes/Comments: _____

