

ARBOR GROVE CONGREGATIONAL CHURCH

Rental Agreement

RENTER(S) INFORMATION:

(Person renting the Arbor Grove Congregational Church facility must be at least 21 years of age, with no exceptions.)

Renter Name: _____

Address: _____

Email address: _____

Contact number: _____ Alt. Number: _____

Proof of Identification: _____

(Photo ID Required)

CONTACT PERSON INFORMATION: (If other than name above.)

Name: _____

Email address: _____

Contact number: _____ Alt. Number: _____

EVENT INFORMATION:

Date(s) of Event: _____ Type of Event: _____

Start Date/time: _____ End Date/ time: _____

Start Date/time: _____ End Date/ time: _____

CHANGES: (All changes to original contract must be made in writing at least 2 weeks prior to the scheduled event.)

Changes:

ARBOR GROVE CONGREGATIONAL CHURCH
Rental Agreement

THIS AGREEMENT is made by and between the above named Renter(s), and Arbor Grove Congregational Church.

Rental costs and other fees, if applicable, for the date(s) and time(s) set out above is \$ _____, and other fees (*if applicable*) required have been added to this rental amount.

The full rental cost must be paid at least 30 days prior to the event.

In addition to the rental cost, if applicable, the Renter(s) shall pay a refundable amount of \$150.00 security/damage deposit in order to reserve any event date. No reservation is guaranteed or confirmed until this Rental Agreement is signed and returned with the security/damage deposit.

Renter(s) agree to protect and hold harmless Arbor Grove Congregational Church, its officers, members, employees, and representatives, against any claim for injuries, damages, or other consequences asserted by Renter(s) or their guests, visitors, or any other persons during the rental terms and times.

I have read and understand the following Rental Guidelines and Policies at Arbor Grove Congregational Church. I understand that non-compliance will result in the cancellation of my event.

Renter(s) Signature Date

Renter(s) Signature Date

Arbor Grove Congregational Church Representative Signature Date

The Arbor Grove Congregational Church Representative holds the power to act solely on behalf of Arbor Grove Congregational Church, and should be recognized as such by the Renter(s), their guests, visitors, or any other persons throughout the rental terms and times. The Church facilities are the sole property of Arbor Grove Congregational Church and should be treated as such at all times by Renter(s), their guests, visitors, or any other persons during the rental terms and times. When children are part of the event they must have adult supervision at all times.

Arbor Grove Congregational Church's Facility may be rented by Non-Profit Organizations, small groups, or individuals for meetings, weddings, family gathering, and parties. All rental activities must be in agreement with established Arbor Grove Congregational Church requirements and must not interrupt Arbor Grove Congregational Church regular operations.

Arbor Grove Congregational Church does not rent its facilities for: political events or any event or meeting that may conflict with the beliefs or missions of the church. Arbor Grove Congregational Church reserves the right to exclude any rental deemed to be a risk to Arbor Grove Congregational Church property or interests.

Arbor Grove Congregation Church reserves the right, in its sole discretion, to amend or revise these Rental Guidelines and Policies.

ARBOR GROVE CONGREGATIONAL CHURCH

Rental Guidelines and Policies

RESERVATIONS/DEPOSIT/PAYMENTS

A tentative available date for your event does not confirm your reservation. A tentative reservation will be held for 7 days and then will be released, unless a rental agreement is pending. A contract will be sent when a tentative reservation has been selected.

A reservation will only be considered confirmed when Arbor Grove Congregational Church receives a signed contract agreeing with Arbor Grove Congregational Church Rental Guidelines and Policies, and a security deposit.

Sanctuary rentals are subject to additional booking requirements and will require a walkthrough before booking is confirmed.

Full payment must be received 30 days prior to the event. Failure of full payment 30 days prior to the event will result in the loss of your reservation. Payment may be given by cash, check, or money order. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within 5 days after notice to the Renter(s).

All checks should be sent to:

Arbor Grove Congregational Church
2621 McCain Road
Jackson, Michigan 49203

A single contact person must be designated in all matters regarding event arrangements. Only the designee indicated on the signed agreement may make changes to the event.

PARKING: (Parking area is available for use at all events at no extra cost.)

Parking is subject to Parking signs and regulations. Arbor Grove Congregational Church is not liable for the safety and security of any vehicles, bikes, other transportation devices, or their contents, that are parked in the Church lot. Abandoned vehicles will be towed at the owner's expense.

CHILDCARE: (Arbor Grove Congregational Church does not provide childcare.)

NOISE ORDINANCE

Loud activities should be kept to a minimum so that you do not disturb others members and guests at the facility or in the surrounding area.

WEAPONS/FIREARMS:

Weapons and/or firearms are prohibited anywhere on the property of Arbor Grove Congregational Church.

SMOKING /ALCOHOL

Arbor Grove Congregational Church is a smoke free building. No alcohol consumption allowed on the property of Arbor Grove Congregational Church (including buildings, grounds, and parking lots).

Failure to comply will result in the cancellation of your event.

ARBOR GROVE CONGREGATIONAL CHURCH

Rental Guidelines and Policies

RIGHT OF TERMINATION

In the event that Arbor Grove Congregational Church, in its sole discretion and at any time, determines that any violation of Arbor Grove Congregational Church's Policies or applicable laws, ordinances, or regulations, including unruly conduct or risk to Arbor Grove Congregational Church property is likely to occur with the use of its premises and/or equipment during the event. Arbor Grove Congregational Church reserves the right to cancel or terminate the function at any time, including but not limited to the time when your event is in progress.

In such an event, Arbor Grove Congregational Church shall retain all sums that have been paid. Any such determination shall be pursuant to Arbor Grove Congregational Church's designated representative's sole discretion and shall be binding and final. Arbor Grove Congregational Church shall not be liable to the Renter for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

CANCELLATION/REFUNDS

The Renter(s) request a cancellation more than 30 days prior to the event date, the client will be refunded all moneys paid to Arbor Grove Congregational Church. If the Renter(s) request a cancellation less than 30 days prior to the event date, no fee paid to Arbor Grove Congregational Church will be refunded.

Exceptions may be granted for a partial or full refund of moneys paid to Arbor Grove Congregational Church to the Renter(s) for extenuating circumstances. Such request must be submitted in writing to Arbor Grove Congregational Church and will be granted or denied by the Board of Trustees at their next scheduled meeting. Renter(s) will be notified in writing of the results of their request.

If Arbor Grove Congregational Church must cancel an event for any reason that is not due to Renter(s) cancellation, non-payment, or non-compliance of the terms and provisions of this Rental Guidelines and Policies, Renter(s) will be refunded all moneys paid to Arbor Grove Congregational Church.

Arbor Grove Congregational Church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

FOOD and BEVERAGE SERVICE

Arbor Grove Congregational Church does not provide kitchen services, table linens, dishes, flatware, napkins, cups, or catering. These are the sole responsibility of the Renter.

Food and drink is not allowed in the Sanctuary, no exceptions.

DAMAGE AND PROPERTY

Renter(s) will be held liable for any damage caused to the Church building, contents, and grounds and will be billed for damages, as appropriate. Arbor Grove Congregational Church is not liable for the safety and security of any abandoned property left behind by the Renter after an event. Any items found by Arbor Grove Congregational Church Staff will be placed in Lost & Found in the Church office.

Arbor Grove Congregational Church is not liable for the safety and security of any vehicles, bikes, other transportation devices, or their contents, that are parked in the Church lot. Abandoned vehicles will be towed at the owner's expense.

HANDICAP ACCESS

Arbor Grove is a handicapped accessible facility. Wheelchair accessibility is available via the front (main) entrance and the lower (back) entrance. There is an elevator at the back entrance. Handicapped accessible restrooms are available on the main floor and the lower level.

ARBOR GROVE CONGREGATIONAL CHURCH

Rental Guidelines and Policies

ARBOR GROVE CONGREGATRIONAL CHURCH AVAILABILITY

Monday – Saturday 8:00am – 9:00pm & Sunday 2:00pm – 9:00pm

Events must begin and end promptly at the times stated in the rental agreement. THIS INCLUDES SET UP AND CLEAN UP TIME. Please plan accordingly.

OUR FACILITIES: (To comply with fire and safety regulations, not to exceed 150 persons.)

- SANCTUARY: seating capacity 150 persons
- HALDANE HALL: (Fellowship Hall) Seats:
 - 80 theater seating
 - 80 total (60 at round tables plus 20 at long tables)
- HERITAGE ROOM: seating 20.

SERVICES: Check with Church Office or Minister for rates and fees.

*Minister (Wedding & Funerals) Talk to Minister for details.

**Church Accompanist (Has package rates)

Custodian

Sound Technician - PA System

Church Representative

*Our ministers will be happy to perform your ceremony. If another minister, or religious leader, is to officiate or participate, the church requires that an invitation be issued through our minister so that he or she can extend professional courtesies to the visiting clergy. We do not permit non-clergy to perform ceremonies in our church. However, our ministers can discuss with you many meaningful options for participation by friends or family members in the ceremony.

**The church accompanist will have the first option for providing and coordinating music. Outside musicians (accompanist) and sound equipment use requires approval and consultation with the church accompanist and the Music Board.

RENTAL RATES:

Contact the Church Office (517) 784-4824 for more details, availability, and pricing

DECORATIONS

Arbor Grove Congregational Church décor is not removable. This includes, but not limited to, artwork, banners, liturgical pendants, seasonal decorations, signage, furniture, etc.

These rules apply and must be followed by all:

- For Weddings, Renter may provide floral decorations, a unity candle, bows, and a center aisle runner as desired.
- If necessary, masking tape may be used if removed immediately following the wedding.
- No staples, tacks, nails, clamps or scotch tape may be used on church furnishings.
- No repainting of walls
- Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

CLEAN-UP

Arbor Grove Congregational Church rented area will be delivered cleaned to the Renter(s). The Renter(s) is expected to return the area in the same condition as received. Renter will remove all trash from tables and floor and place in trash can.