

# Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev, Michael J. Evans Pastor

## RENTAL CONTRACT FOR CHURCH FACILITIES

### DETAILS REGARDING THE EVENT:

Contact Name: \_\_\_\_\_ Group Representing: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

Number of people attending \_\_\_\_\_ Age Group \_\_\_\_\_

### RENTAL FACILITIES:

- Security Deposit
- Sanctuary
- A/V - Projector and Screen (client should supply laptop and request to test connectivity prior to the event)
- Anderson Hall
- Kitchen
- Classrooms
- Parking Lot
- Wedding Package\*
- Decorate and set-up (prior to rehearsal)

\*Wedding Package includes Sanctuary, Anderson Hall, Kitchen, and Rehearsal Day (kitchen and rehearsal time 3 hours max, \$45 per additional hour), Wedding and Reception (6 hours max). Also includes A/V service and **usage** of tables and chairs. **Please note this does not include the Pastor or musicians fees if required. See rental Fee Schedule for details.**

# Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev, Michael J. Evans Pastor

## RENTAL CONTRACT FOR CHURCH FACILITIES

**THIS AGREEMENT** is made by and between the above named person(s), hereinafter referred to as “client(s)” and Berean Presbyterian Church, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost 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. Berean Presbyterian Church and Berean’s Rental Committee does not charge or require any gratuity charge or tip.

The rental cost can be paid in one lump sum or in two (2) equal installments of \$\_\_\_\_\_. However; the full cost must be paid at least seven (7) days prior to the event, which date is \_\_\_\_\_.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a **refundable** amount of \$150.00 for security/damage deposit in order to reserve any event date. A separate check should be made payable to Berean Presbyterian Church in the amount of \$150 and the memo line should read ‘Security Deposit’. Rentals are on a first come first serve basis. A non-secured date may be held for forty eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be received within the forty eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, Berean Presbyterian Church is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Berean Presbyterian Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or

# Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev, Michael J. Evans Pastor

## RENTAL CONTRACT FOR CHURCH FACILITIES

corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, client(s) agree to indemnify, protect, and hold harmless Berean Presbyterian Church, Berean Rental Committee, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, 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.

Whereas, \_\_\_\_\_ agrees that should it cancel its event for any reason, including changing its event site to another facility, that **Berean Presbyterian Church** will suffer damages. The closer to the date of your event that a cancellation occurs, the less likely it is that the facility be able to replace any or all of your business with comparable business. Therefore, the parties agree that THE CLIENT will pay as liquidated damages to THE FACILITY immediately upon notice of cancellation a percentage of the total revenues anticipated by the FACILITY for your event(s) set forth in your program as listed below:

**Deposits are non-refundable, after contract signature.**

Whereas, the performance of this Letter of Agreement is subject to acts of God, war, government regulations, domestic terrorism, disaster, strikes, civil disorder, or curtailment of transportation facilities or any emergency beyond the parties' control, making it illegal or impossible to perform their obligations under this Agreement for both parties. There will be an opportunity given to reschedule the event/program if possible.

# **Berean Presbyterian Church**

**2101 North Broad Street, Philadelphia, Pa 19122**

**215-769-5683**

**Rev, Michael J. Evans Pastor**

## **RENTAL CONTRACT FOR CHURCH FACILITIES**

Whereas, Berean Presbyterian Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Berean's principles and values.

Whereas, there is NO ALCHOLIC BEVERAGES or SMOKING on church property at any time. NO FOOD OR BEVERAGES in the sanctuary. Any damage, or replacement costs due to food or beverage will be the responsibility of the renter.

Whereas, candles used in any room of this building must be contained.

Whereas, the renter(s) will be allowed one (2) hour of set-up time prior to the event and on the day of the event only. A \$25.00 per hour set-up fee will be charged if the renter(s) request set-up time on days other than the date of the event, (for example) if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 per hour additional charge. The fee will be determined at the time the request is made. In the event that you choose to bring your own tables or chairs, there will be an additional setup fee. Those tables and or chairs must be removed the same day immediately following your event.

Whereas, all decorations, staging, and equipment must be broken down and removed immediately following the event.

Whereas, any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Berean Rental Committee.

Whereas, the kitchen is to be left clean –all garbage and recyclables are to be placed in the trash can provided.

Whereas, ALL areas of the facility should be left as it was found. Kitchen, bathrooms, classrooms etc. At the conclusion of the event, the rental party must sign a completed clean-up check list. The deposit will be refunded after inspection.

# **Berean Presbyterian Church**

**2101 North Broad Street, Philadelphia, Pa 19122**

**215-769-5683**

**Rev. Michael J. Evans Pastor**

## **RENTAL CONTRACT FOR CHURCH FACILITIES**

Whereas we offer complimentary parking in our spacious lot located on Diamond Streets. We are not responsible for loss, stolen or damage of car parked on the premises.

Whereas Berean accepts Checks, Money Orders, or Cash, for payment. There will be a \$50 fee for any returned checks.

Further, the age of all persons responsible for renting Berean Presbyterian Church Sanctuary and Anderson Hall must be at least twenty five (25) years and older with no exceptions. This rule is strictly adhered to.

# Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev. Michael J. Evans Pastor

## RENTAL CONTRACT FOR CHURCH FACILITIES

### Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Berean Presbyterian Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Berean Presbyterian Church/Rental Committee.

---

Client(s)

Date

---

Client(s)

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Berean Presbyterian Church and its facilities so as to permit the Applicant the right to use the Premises at the time or times specified there in.

---

Berean Rental Committee – Event Manager

Date

Berean Presbyterian Church, Berean Rental Committee owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the Berean

# Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev, Michael J. Evans Pastor

## RENTAL CONTRACT FOR CHURCH FACILITIES

Presbyterian Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.

### Supplementary Agreement:

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Due: \_\_\_\_\_

1st Payment: \_\_\_\_\_ received on: \_\_\_\_\_ check no: \_\_\_\_\_

Please make rental fees payable to: "Berean Presbyterian Church". The balance of all fees is due no later than 7 days prior to your event.

Balance Due on: \_\_\_\_\_

Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Received Security Deposit: \$150 \_\_\_\_\_ Check #: \_\_\_\_\_

Berean Event Manager Signature: \_\_\_\_\_

Client: \_\_\_\_\_

### Special Set-up Requirements:

---

---

---

---

---

---

---

---

### Inspection (after event):

---

initial(s): \_\_\_\_\_