

BEAR CREEK MISSIONARY BAPTIST ASSOCIATION, INC

1800 S. Slocumb Street Goldsboro, NC 27530
Phone: (919) 734-0105 | www.Bearcreekmba-goldsboro.com

RENTAL AGREEMENT FOR ASSOCIATION FACILITY

On _____, the Bear Creek Missionary Baptist Association, INC (BCMBA) enters into
(MONTH, DAY and YEAR)
a rental agreement with, _____ hereinafter referred to as "Renter."
Name of Organization or Individual (s)

Reservation Contract for date: _____

I. Contact Information

Point of Contact: _____
Address: _____
Email Address: _____
Contact Phone Number: Business Home: Cell: _____
Mailing Address (if different from above): _____
Secondary Contact Name and Number: Business Home: Cell:

II. Event Details

(Unless otherwise noted, this information will be listed on the BCMBA website calendar)

Check all that apply:

- | | | | |
|-----------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Weddings | <input type="checkbox"/> Receptions | <input type="checkbox"/> Wedding Rehearsal | <input type="checkbox"/> Family or School Reunion |
| <input type="checkbox"/> Funerals | <input type="checkbox"/> Wakes | <input type="checkbox"/> Church Services | <input type="checkbox"/> Revivals |
| <input type="checkbox"/> Seminar | <input type="checkbox"/> Exposition | <input type="checkbox"/> Classes | <input type="checkbox"/> Other |

III. Rented Space

The BCMBA hereby rent to the Renter the following space(s): Check all that apply:

- Entire Facility Fellowship/Banquet Hall Kitchen Sanctuary Class Room

Renter shall have the right of ingress and egress through the halls and corridors of the BCMBA; but acquires no other right to any other part of the facility than the part specified above.

Event Date: Start Date: _____ End Date: _____
Setup: Event Setup Date: _____ Start Time: _____
One Day: Event Start Time: _____ Event End Time: _____
Two or more Days: Event Start Time: _____ Event End Time: _____

Please describe what you will be doing during set-up: (i.e. decorating, rehearsing, etc.)

IV. Technical Equipment & Services

Technical & Service Needs:

Sound System Video Projector Screen Podium LED Video Projector

V. Amenities: *Linens are required and supplied by the renter*

60" Round Tables (#:) 6' Rectangular Tables (#:) Chairs (#:) () Easel () Piano

VI. Bear Creek Missionary Baptist Association Inc., Building Use Policy

- a. A building attendant is required for all events and is included in your rental fee.
- b. The BCMBA facility will be assigned on a first come first serve basis. However, BCMBA reserves the right to refuse rental of the buildings to organizations and persons who are not in agreement with BCMBA's principles and values.
- c. Kitchen use is restricted to the preparation of beverages and to serving of prepared foods. After use, supplies and washed dishes are to be put away and counters are to be wiped and the floor swept.
- d. All caterers must be licensed and insured. Documentation of license and insurance will be required.
- e. **Renter will NOT be permitted to bring alcoholic beverages on the premises.**
- f. All areas must be kept clean and free of clutter. BCMBA furniture may not be moved during your rental. Facility should be left as found free of trash, decoration and equipment.
- g. Renter shall not advertise space prior to the signing and approval of this contract.
- h. Reservations and Payment:
 - i. Rental dates may be reserved at least three (3) weeks in advance of event date.
 - ii. A **non-refundable** deposit of 50% of the base rental is due with a signed contract to confirm a rental, except for funerals they must be paid in full 24 hours prior to funerals date.
 - iii. The non-refundable deposit will be applied to the final balance.
 - iv. A **refundable security deposit** of \$100.00 is required to reserve date and will be refunded within ten (10) business days of a signed contract.
 - v. The final balance is due five (5) days prior to event date.
 - vi. Allowed a onetime non-refundable rescheduling date fee of \$100.00.
- i. Inclement weather - The **BCMBA** is committed to the safety and security of its staff, renters, and patrons. In general, the BCMBA practice is to remain open and to conduct business as usual during periods of inclement weather. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of the BCMBA, the Moderator of **BCMBA** may elect to close the facility. In the event of a cancellation, the renter will be notified in a timely manner and BCMBA will make an active effort to reschedule the event with the renter at no additional cost. If an event cannot be rescheduled, the Renter will be refunded rental deposit.

- j. **Cancellation Policy:** In the event of a **cancellation** or a change in rental needs, please notify the BCMBA staff in writing ten (10) business days prior to the event. Change of dates rescheduling fees are non-refundable and will require a new contract.
- k. The Renter's property shall be removed upon completion of the event.
- l. Storage of decorations, props, equipment, etc. will only be permitted during the period of the rental event. The BCMBA and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- m. **No smoking or illegal drugs of any type will be permitted in the BCMBA facility.**
- n. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building.
- o. It is the responsibility of the renter to ensure that all children under age 12 are chaperoned.
- p. Animals are not permitted with the exception of service animals as defined by American with Disabilities Act.
- q. The BCMBA reserves the right to require liability insurance. Renter is fully responsible for any damages caused by any person associated with the event under renter's supervision. If the damage is not covered by liability insurance, or renter does not have liability coverage, renter will be held responsible for the damages. The additional charges will be included in the final invoice.
- r. Renter shall indemnify and save harmless the BCMBA from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of the BCMBA by renter during the rental period or permitted to be done by the renter in or about the BCMBA, or otherwise resulting from any breach or default in the use of renter's obligations under this agreement, including attorney's fees and court costs.
- s. The use of pyrotechnics and/or open flame is not allowed in the BCMBA. Use of candles are permissible with candles covered at least 3" above the flame.
- t. Confetti, Smoke, fog, or similar effects are not too be used within the BCMBA facility.
- u. **WIFI is available for renters;** however, you may not connect wireless access devices, switches, routers, or hubs to the BCMBA network. Use of the BCMBA WIFI network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the BCMBA Guest WIFI network. The BCMBA assumes no responsibility for users' actions or conduct while utilizing the Guest WIFI network.
- v. NO FOOD OR BEVERAGES allowed in the sanctuary (except for communion services).
- w. Dancing is not permitted on anywhere on the BCMBA premises.
- x. Renters are not permitted to charge admission for any parts of their event(s).
- y. **SECURITY PERSONNEL** – One or more Security Officers may be required for all events at the discretion of the Event Manager subject to activities, and number of guests. Only off-duty officers from the City of Goldsboro Police Department (GPD) may serve as Security Personnel for the BCMBA. Renter is responsible for making arrangements for security by calling GPD at 919.580.4273. Renters will be required to pay, in cash or check, at the beginning of the rental event. *Security Personnel are subject to a four-hour minimum at \$30.00 per hour.*

VII. Rates are for Affiliate Church Members and Non Affiliated- Church Members

Rentals are based on four (4) consecutive hours unless other wise noted. Additional \$100 per hour will be charged for event(s) that goes over the agreed upon end time of the rental. Maximum Capacity: Choir Loft 100 people, Sanctuary 800 people, and Fellowship/Banquet Hall 500 people.				
Affiliated Churches Members & Non-Affiliated Churches Members Rates				
Rooms	Member Rates	Non-Member Rates	Estimated Attendance	Total Cost of Rental
Church or Funeral Services Sanctuary Only	\$425.00	\$725.00		
Church or Funeral Services w/Fellowship Hall and Kitchen	\$575.00	\$925.00		
Fellowship/Banquet Hall with Kitchen	\$425.00	\$725.00		
Wedding Ceremony Includes Rehearsal Time, Dressing Rooms, Sanctuary, Kitchen, and Banquet Hall	\$925.00	\$925.00		
Three (3) Night Revival- Sanctuary	\$1,250.00	\$1,250.00		
Weekly Services-Sanctuary	\$5,000.00	\$5,000.00		
Additional Fees for Event				
Janitorial Service	\$100.00	\$150.00		
Sound System	\$25.00	\$25.00		
Class Room	\$50.00	\$50.00		
Event Deposit				
Event Total				

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VIII. INVOICE/SIGNATURE

Please make rental fees payable to: "Bear Creek Missionary Baptist Association INC". The balance of all fees are due no later than 5 days prior to your event.

Payment Method Cash, Check or Online:

RETURNED CHECKS: A fee of \$35.00 will be charged on each check that is returned for Non-Sufficient Funds.

Reserve Date:

Deposit Amount: _____ Method of Payment: _____ Date Paid: _____

Non Refundable Deposit of 50 per cent of the base rental:

Amount Due _____ Method of Payment: _____ Date Paid _____

Final Balance event:

Amount Due: _____ Method of Payment: _____ Date Paid _____

Online payment are made through BCMBA website: bearcreekmba-goldsboro.com, and a transaction receipt should be printed and provided to the BCMBA Trustee Representative.

I/we have read and agree to abide by the terms and conditions of this agreement and my signature on the **Bear Creek Missionary Baptist Association Inc.** Rental agreement includes acceptance of all policies herein.

Print Name:

Signature of Individual or Organization Representative

Date

BCMBA Trustee:

Print Name

Signature of BCMBA Trustee Representative

Date