

**NEW LIFE FAMILY LIFE CENTER
GENERAL RULES AND PROVISIONS
APPLICATION FOR SPACE RENTAL**
(January 2016 Update)

Thank you for your interest in reserving the New Life Center for your banquet, meeting(s), sport event, or other function. We are pleased to offer you our facility to accommodate your needs. Listed below is some general rental information about the facility. If after reviewing the information listed, you decide to rent space at the New Life Center, visit the office located at 1420 Hoke Loop, Fayetteville, NC 28314. Or contact Minister Wallace @ 910-286-9423 (text or voice) or via email: willtwallace@gmail.com to make an appointment for viewing and/or booking. After reading and accepting the requirements, complete the attached application and make the required deposit.

1. **SPACE AVAILABLE FOR RENT AND RENTAL RATE:** Spaces available for rent and the rental fees are set forth in the attached fee schedule. **A minimum of fifty (50) percent of the rental fee is required upon signing of a contract for space rental.** The remaining balance is due no later than two weeks prior to event. Failure to pay the remaining balance of the rental fee will result in loss of all payments previously made, including the security deposit. All payments must be made by cash, certified check or money order. **NO CASH policy enforced.** All returned checks will be charged a \$35 fee before you are released from the contract.

2. **RENTAL FEE INCLUDE(S):** Rental fees include the use of the agreed space, normal janitorial and maintenance service, heating and/or air conditioning, normal lighting, room setup and on-site security personnel. (Tables and chairs are only available within the limits of the inventory, subject to prior commitments.) Table set up and decorations are renters' responsibility. Cleanup of the rental space covers the break down and storage of tables and chairs by the New Life Center staff. Cleanup also covers the cleaning of the floor surface by vacuuming carpeted area(s) sweeping and/or mopping non-carpeted area(s) and the removal of the protective gymnasium floor cover, if applicable. We require you to mop any obvious area(s) that need immediate cleaning before leaving the building. No grease or leftover food is to be poured in any drain, on grass, parking lot, or wooded area(s) anywhere on premises.

3. **RENTAL FEE DOES NOT INCLUDE:** Rental fees do not include the removal of leftover food items, plates, cups, napkins, utensils, event programs, crates, lumber, packing materials, decorations or disposal of linens and floral arrangement. These items are to be removed by the Renter at the end of the rental period. Any such accumulation removed by the New Life Center staff will result in a charge to the Renter, at the prevailing rates and shall be deducted from the below mentioned security deposit or billed separately if the security deposit has been exhausted due to the payment of the other fees.

4. **SECURITY DEPOSIT:** **A security deposit, (\$200 For Banquet Hall & \$100 For Café) separate from the rental fee, shall be paid upon signing of this contract.** The security deposit will be refunded within thirty (30) calendar days after the event. The security deposit will not be refunded or only partially refunded, if damages occur to the rented space or if any changes or fees are incurred as set forth in this contract.

5. **CANCELLATIONS:** Cancellations must be made in writing and can only be made by the person that signed the contract. A written cancellation of the contract made more than ninety (90) calendar days prior to the date of the event will result in full refund of the rental fee and the security deposit. A written cancellation of this contract made more than thirty (30) calendar days, but less than ninety (90) calendar days prior to the date of the event will result in a loss of fifty (50) percent of the rental fee, along with the security deposit. A written cancellation of this contract made less than thirty (30) calendar days prior to the date of the event will result in the loss of the rental fee, along with the security deposit.

6. **LIMITATION ON HOURS OF USE:** The reserved area may be entered for setup, no more than one (1) hour before the scheduled event, unless special permission has been given in writing by the New Life Center Administrator/Director. All persons, including the caterer, using the reserved area must vacate the premise by the end of the four (4) hour minimum rental period for the banquet hall and three (3) hour rental minimum period for the Café, unless special permission has been given in writing by the New Life Center Administrator/Director. Any portion of an additional hour will be considered an hour rented and will be deducted from security deposit.

7. **USE OR RENTEES SPACE ONLY:** For safety and security purposes, persons using the reserved area(s) shall remain in the area. Persons wishing to participate in other activities or programs taking place at the New Life Center during the time of their reservation will be required to pay any fees and follow any rules associated with such other activities or programs.

8. **DECORATIONS AND DISPLAYS:** The renter shall only use the New Life Center APPROVED DECORATIONS IN RENTED AREA(S) ONLY. Decorations shall not be used in hallways, the lobby or restrooms. Only dripless candles, whether lit or not, will be allowed. Dripless candles must be burned in glass hurricanes or such protective device. The Renter shall not affix or attach signs, banners or flyers to any wall, ceiling or any place of the New Life Center property. Due to the extreme difficulty in removal, glitter, confetti, or similar types of decorative items may not be used to decorate. Rice cannot be thrown during or after a wedding. Rice poses a hazard to falling and injury to eyes. Neither nails nor any other defacing device, such as tape, glue, push pins and /or thumbtacks, etc. may be inserted in/or on any piece of the New Life Center property. Tape may be used only if it is used to secure cords or wires that may present a safety or security hazard and has been approved by the New Life Center staff. Alterations to any piece of the New Life Center furnishing will be repaired at the expense of the Renter and shall be deducted from the security deposit or billed separately if the security deposit has been exhausted. Corridors, hallway(s), and lobby(s) may not be used for exhibit purposes, unless approved by the New Life Center Director, displays, signs, entertainment, solicitation, distribution of cards, circulars, samples or other promotional materials may not be used unless approved by the New Life Center Director.

9. **PARKING:** The rental fees set forth in this contract includes on-site parking. No long term (>15min) parking in front of the family life center, as this is a fire lane. Parking here may result in postponement of event until the fire lane is cleared.

10. **GENERAL USE OF PREMISES:** The New Life Center honors an open catering policy. However, use of the kitchen is limited. All equipment, excess food and other materials related to food and

beverage services must be removed immediately at the conclusion of the event. If not, your security deposit will be exhausted. A NO COOKING policy is strictly enforced. Only food preparation, food storage in the refrigerator and /or freezer, providing that space is available. You may warm previously prepared food. Only authorized personnel will be allowed to operate kitchen appliances.

Cooking in the kitchen can only be done by the pre-approved New Life caterer, unless special permission has been given in writing by the New Life Center Administrator/Director. Caterer fees are paid directly to the caterer. **A flat fee of \$175, for kitchen usage, is paid with the initial deposit if cooking is required. A flat fee of \$75, for kitchen usage, is paid with the initial deposit if pre-cooked food needs to be maintained or warmed.**¹ Any usage beyond the warmers and sinks, is considered cooking.

Use of the reserved area(s) of the New Life Center must not disrupt regular or other New Life Center programs or activities. Persons using reserved areas are subject to all the New Life Center rules, regulations, guidelines, policies and procedures.

Program attendees must conduct themselves with high Christian standards in mind. Profanity, excessively loud or abusive language will not be tolerated. Alcohol, controlled or illegal substances, tobacco or weapons of any kind are not allowed in the building or on the premises. Pets or animals of any kind are not allowed in the building or on the premises, with the exception of working companion animals for guest with disabilities.

We have a **NO SMOKING POLICY** on the full campus (inside and outside). Anyone caught smoking will be asked to leave the property. **NO EXCEPTION!**

We do have a state of the art audiovisual system. A basic sound setup consists of a maximum of five (5) wireless microphones. Any special music or renter supplied music must be in the hand of the New Life Center sound technician or Administrator/Director no later than seven days prior to the event with full instruction of when and how it will be used in the service. If not, your music will not be accepted or played on the day of the event. **Any audiovisual requirements beyond the standard, two (2) unmonitored wired microphone basic setup will incur a \$250 flat fee².**

Amplification and sound systems are not allowed, unless special permission has been given by the New Life Center Administrator/Director. Radios, tape players compact disc players and live entertainment must be kept at a sound level that does not project beyond the area that has been reserved. The New Life Center reserves the right to monitor the noise levels of any groups, entertainment, or activities. If the level is found to be too loud or bothersome to another group booked, the New Life Center has the right to stop the event and /or remove the entertainment or activity causing the disruption.

No programs competitive with the New Life Center programs will be permitted in or on the reserved area(s).

11. DAMAGES TO PREMISES EQUIPMENT: The Renter shall be responsible for any damages occurring to the New Life Center premises and/or to any personal property located therein

caused by the Renter or any of the Renters' employees, patrons, guests, agents, or independent contractors. Any such damage to the premises and/or to personal property will result in a charge to the Renter in an amount equal to the actual cost of repair, or separately to the Renter if the security deposit has been exhausted.

12. INJURIES TO PERSONS OR PROPERTY: The Renter herein waives, releases, absolves and holds harmless the New Life Center and New Life Bible Fellowship of America, Inc. and its employees, agents and assignees from any claims, charges, damages, cost, expense or losses of any kind or nature whatsoever resulting from, arising out of, related to, or in connection with any injury to any person or damage to any property caused by or related to the use of the reserved area(s) and premises. The Renter also assumes all responsibility and shall hold harmless the New Life Center and New Life Bible Fellowship of America, Inc. and its employees, agents and assignees from any claims, charges, damages, costs, expenses or losses of any kind or nature whatsoever resulting from, arising out of, related to, or in connection with any damages vandalism, and/or misuse of the reserved area(s) and /or premises while it is occupied by their event. All persons are strongly encouraged not to bring valuables or personal belongings with sentimental value to the facility or on the premises. The New Life Center staff/volunteers will not be responsible for holding guests personal items (i.e., purses, keys, wallets, etc.).

13. ACTS OF GOD: If the New Life Center is closed on the day of the scheduled event due to inclement weather or any other uncontrollable circumstance, all attempts will be made to reschedule the event. If an alternative date cannot be agreed upon, a full refund, including the security deposit, will be refunded to the Renter.

14. NON-ENDORSEMENT OF PRACTICES OF BELIEF: Use of the reserved area(s) of the New Life Center is not an endorsement by the New Life Center or New Life Bible Fellowship of America, Inc. of the Renter's practices or beliefs.

15. ASSIGNMENT AND SUBLETTING: The Renter shall not assign this contract or sublet any part of the rented premises without the express and written consent of the New Life Center.

16. NON-DISCRIMINATION CLAUSE: the New Life Center does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age in the administration of any of its business transactions.

New Life Center
RESERVATION INFORMATION

Thank you for your interest in reserving the New Life Center for your banquet, meeting, special event or other important function. We offer you our facility to accommodate your event. Listed below is some general reservation information about the facility. Should you need additional information, please ask one of our staff members. We are here to assist you in your event planning as well. Please make an appointment with our Administrator by calling our New Life office at 910-868-9640 (office) or Minister Wallace @ 910-286-9423 (cell) or via email: wiltwallace@gmail.com

AREA	CAPACITY (TABLES & CHAIRS)	CAPACITY (CHAIRS ONLY)	HOURLY FEE	SECURITY DEPOSIT
BANQUET HALL	UP TO 500 PERSONS	UP TO 1000 PERSONS	\$125.00 (4 Hour Minimum)	\$200.00
Café	UP TO 50 PERSONS	UP TO 75 PERSONS	\$75.00 (3 Hour Minimum)	\$100.00
¹ Kitchen Usage Fee. (Food prep only)			\$75.00 (flat fee)	¹ \$75.00 (paid with deposit)
¹ Kitchen Usage Fee (cooking)			\$175.00 (flat fee)	¹ \$175.00 (paid with deposit)
² Audio Visual			\$250.00 (flat fee)	² \$250.00 (paid with deposit)

REMINDERS

A fifty (50%) or rental fee must accompany this signed contract, and security deposit: \$200 for banquet hall. \$100 for Café.

¹Any usage of the kitchen to warm or store pre-cooked food or sink use, will incur a \$75 flat fee, this is separate from any catering fees.

¹Any usage of the kitchen to prepare food with the ovens or stovetops, will incur a \$175 flat fee, this is separate from any catering fees.

²Any audiovisual requirements beyond the standard, two (2) unmonitored wired microphone basic setup will incur a \$250 flat fee².

The remaining balance (all monies) is due two weeks prior to actual event, failure to pay remaining balance will result in loss of all payments previously made, including security deposit.

Any portion of an hour over rental period, the renter will be charge for the full hour.

No Cash payments.

New Life Center
1420 Hoke Loop
Fayetteville, NC 28314

APPLICATION FOR RENTAL

DATE _____

PHONE _____ CELL _____

Organization _____

Contact Person/Responsible Party _____

Address of Organization _____

Phone of Organization _____

Requested Date _____

Purpose _____

Estimated Attendance _____ Time _____

Name and Telephone Number of Caterer, *if applicable* _____

I, _____ FULLY UNDERSTAND THE CONTRACT
AND BY SIGNING THIS, I ASSUME ALL RESPONSIBILITY OF THE SAID ORGANIZATION. PERSON (S).

Signature _____ Date _____

New Life Representative _____ Date _____

Deposit _____ Security Deposit _____

Balance _____ Due _____

MAKE CHECK / (MO) PAYABLE TO *New Life Bible Church*
PLEASE SEE PREVIOUS PAGE TO VIEW A FEW FRIENDLY REMINDERS.

FOR OFFICE USE ONLY

Date confirmed in book _____ By _____

Deposit _____ Given to _____

Renter Fee Deposited _____ Date Security returned _____