

## RENTAL FEES

Church Rental/Wedding       \$700.00  
(This includes WPC Supervisor, Rehearsal Time and Dressing Room in basement)  
(Rehearsal time: 1 hour - \$25.00 each hour after)  
(Wedding time: 2 hours - \$25.00 each hour after)

Deposit of \$250.00 due at time of reservation; balance due in 30 days

Sound System Tech           \$100.00  
Refundable Cleaning Fee      \$100.00

Church Rental with Reception Hall   \$750.00 for up to 3 hours  
(\$25.00 per hour over 3 hours)  
Sound System Tech for Reception Hall   \$100.00  
(unless you have your own)

Rental of Bethany Hall (meeting only)   \$75.00  
(3 hour limit - \$25 per hour over)  
Rental with carry-in food               \$150.00  
Rental with kitchen facilities           \$300.00

Rental of class room in basement       \$ 75.00  
(3 hour limit - \$25 per hour over)

## FACILITY CONTRACT

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ SET UP TIME \_\_\_\_\_ START TIME \_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_

FACILITY RENTAL – DEPOSIT FEE PAID/DATE \_\_\_\_\_

FACILITY FEE PAID IN FULL /DATE \_\_\_\_\_

## Rules & Regulations for Renting Winter Park Church Facilities

We at the winter Park church are pleased to make our facilities available to our members & friends. We welcome groups interested in renting the Sanctuary, Bethany Hall, and rooms for all types of events, including religious, educational, services, civic, recreational & social. Some of our past events have included birthday parties, weddings, anniversaries, seminars, and much, much more.

### RULES AND REGULATIONS

As with other organizations, we expect our renters to follow some basic rules. Please review the following rules in order to help you decide if Winter Park Church is the right place you want to hold your event.

We must receive a check for the deposit (\$250:00) before we place your event on our calendar. The total rental fee will be due 30 days before your event. This amount is refundable only if we receive a cancellation notice within a 30 day period of time prior to the scheduled event.

- Only members of the rental group will be admitted into the facilities.
- Only those rooms specifically rented may be used.
- Exceptions to this rule are the restrooms throughout the facilities, which are available for the convenience of the group.
- Our kitchen facilities are not available for use unless you hire a hostess from the Winter Park Church at an additional fee to help with preparations and cleaning.
- Renters need to provide for their own childcare during the time they are renting. Children (under age 12) should always be supervised.
- Smoking is not allowed on any of the properties.
- Please observe all City Fire regulations while using our facilities.
- If decorations are put up, they should not cause damage to church property, and must be removed at the conclusion of the event. All space should be restored to its original condition.
- We must ask you not to move any furniture. If you have specific setup requirements, please let the Property Manager know at the time of your reservation.
- Once a rental agreement has been signed, the renting group/person assumes all responsibility for personal liability, damage to the church and conduct of the group members during and/or resulting from the group's activities.
- We do not provide any kind of lighting equipment. Lighting equipment may be installed by the renting group and be removed at the conclusion of the event, at the expense of the renter or sponsoring organization.
- A sound system is available only with the supervision of Winter Park Church techs, at an expense. (Unless the renter brings their own sound system)
- All renters must have facilities clean at conclusion. This includes the outside grounds of trash.
- All posters, flyers, announcements, and advertising for our event must include a contact phone number from your organization, not the church office number.
- The refundable damage deposit will be returned after inspection of the facilities and no damage is present and the facilities are clean.

As the renter, you have read and understand all rental fees/deposit fees. The deposit (if no damage) will be returned within 2 weeks of rental. We understand that the FACILITY CONTRACT must be received and appropriate fees paid before the event can be considered as scheduled. In the unlikely event that the Church will be cannot honor the scheduled event because of utility breakdowns or other unforeseen events, the only liability of the church will be to refund the funds that the organization/person pre-paid the church for renting the space. As an authorized representative, we agree to hold Winter Park Church blameless for injury, accidents, or illness of participants attending our event. (See attached rental fees and regulations of rental property).

Signed: \_\_\_\_\_

(Authorized Representative of WPC)

Signed: \_\_\_\_\_

(Renter)

Date: \_\_\_\_\_