

RENTAL AGREEMENT
FOR USE OF THE M.H. NEWTON FAMILY LIFE ENRICHMENT CENTER
(Revised January 1, 2020)

GUIDELINES, FEES & RULES OF CONDUCT

- ✓ FAMILY REUNIONS
- ✓ WEDDINGS & RECEPTIONS
- ✓ BABY SHOWERS
- ✓ BIRTHDAY CELEBRATIONS
- ✓ FUNDRAISERS

RENTAL OF FACILITY **\$550.00 (4 hours)**
(If more than 4 hours is needed, each additional hour is \$50.00)

FOR PROFIT EVENTS **\$700.00 (6 hours)**
(Includes setup and take down time, if more than 6 hours is needed,

A deposit of One Hundred Dollars (\$100.00) is required for all events other than Gospel Concerts. The Gospel concert promoters need to pay a deposit of three hundred dollars (\$300.00). The deposit fee will be returned if no damage or breakage occurs. If breakage or damage occurs and is over the deposit paid, the persons using the facilities must pay the additional cost. The person signing the lease to use the facility is responsible for paying all charges and for all damage.

AUDIO/VISUAL TECHNICIAN \$25.00/hour (minimum of 2 hours)

GUIDELINES/RULES:

1. A person will be in charge to supervise all activities
2. Only non-alcoholic beverages may be used or served.
3. No smoking
4. Dancing is allowed, but music must be approved. Playlist must be provided and approved two weeks prior to your event.
5. No rock and roll, hard rock, punk rock, or rap music is allowed.
6. If you are using a DJ, a playlist must be provided and approved two weeks prior to your event. (If DJ plays unapproved music, you may be subject to losing your deposit)
7. Deposits for facilities must be paid when application for use of the facility is turned in in order to reserve your date.
8. All fees for use of the facilities must be paid at least one week before use of the facility.
9. Only removable transparent tape/packaging tape may be used on walls and painted surfaces (scotch tape must not be used).
10. The facilities must be cleaned and returned to the original state by the person/persons signing the contract
11. The director must inspect facilities before approving refunds.
12. Refunds may be picked up at the center office within 48 hours after the event if **NO DAMAGE HAS OCCURRED.**
13. It is important that you end your event on time. If you are not out of the building when you are scheduled to leave there is an **additional charge of \$300.00 per hour.** If you go beyond one hour you will be charged at a rate of **an additional \$100.00 every 15 minutes.**
14. When scheduling your event make sure you include sufficient time to clean up. If there is trash left in the building, you will be charged \$100.00.

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Type of Event _____

Name of Organization _____

Mailing Address _____

Name of Person Responsible for Event _____

Address _____

Phone (Day) _____ (Night) _____

Date of Event _____

Entry Time _____ Exit Time _____ Total Hours _____

NUMBER OF EQUIPMENT NEEDED

Number of Tables _____ Number of Chairs _____

Head Table _____ Number of Chairs at head table _____

Microphone _____ Podium _____ Projector _____ Other _____

Stage _____ Black or Off-White Wall Skirt (\$175.00) _____

Specify Table Arrangements _____

Will the concession area be needed? Yes _____ No _____

Note: All food items are to be removed from the concession area and garbage bagged and placed in designated outside receptacles. (Large green dumpsters in the rear of building.)

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TOTAL \$ _____

(Less Deposit) \$ _____

Balance Due \$ _____

A Deposit of \$100 is required for all events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event or subject to cancellation. Payment must be cash or credit if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: M.H. Newton Family Life Center

I HAVE READ AND UNDERSTAND THE TERMS OF THIS LEASE AGREEMENT AND BY AFFIXING MY SIGNATURE TO THE DOCUMENT I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH ABOVE.

SIGNATURE _____ DATE _____

DEPOSIT PAID _____ DATE PAID _____

RECEIVED BY _____
(SIGNATURE)

Return this completed rental agreement with the deposit to:

M.H. Newton Family Life Enrichment Center
415 Manning Avenue
Sumter, S.C. 29150
(803) 934-9527