

**PARADISE CHURCH RENTAL AGREEMENT**



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**PARADISECHURCH**

ESTABLISHED 1863

Rental day of the week \_\_\_\_\_ Date \_\_\_\_\_

(January 2024)

Time of actual event \_\_\_\_\_

Entire time of usage (includes set-up/event/clean-up) \_\_\_\_\_

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Is this for-profit event?  yes  no

Approximate number of guests \_\_\_\_\_

Name of Caterer \_\_\_\_\_ Their phone \_\_\_\_\_

**Request is for:**

Fellowship Hall

Commercial Kitchen

Lounge/Conference Room

Chapel

Small Dining Room

Sanctuary

Game Room

Gazebo/Peace Garden

A/V Equipment

<b>Fellowship Hall &amp; Limited Kitchen Use:</b> -commercial Refrigerator -commercial Freezer -counter tops -regular sinks	\$80 per hour (after 5 hours) \$400 minimum	<b>If using full commercial kitchen, which includes:</b> -all commercial equipment -cookware/glassware/silverware -Kitchen Manager must be present -Renter supplies their food or paper products	Additional \$150
<b>Lounge/Conference Room:</b> -includes kitchenette	\$30 per hour (after 5 hours) \$175 minimum	<b>Small Dining Room and/or Kitchen</b> -seating up to 48	\$25 per hour (after 5 hours) \$125 minimum
<b>Game Room – top floor:</b> Includes foosball, pool table, TV, air hockey, etc.	\$30 per hour (after 5 hours) \$175 minimum		
<b>Audio Visual Equipment with PUCG technician</b>	\$100		
<b>Sanctuary</b>	\$30 per hour \$150 minimum	<b>Chapel</b>	\$20 per hour \$100 minimum

**SIGNED AGREEMENT**

This agreement should be returned with your deposit/fees at time of booking event.

By signing this agreement, the Lessee agrees to hold harmless the Church, its members, clergy, staff, volunteers, representatives and all employees for any injuries, damages, losses, claims, actions or expenses arising from the use of church properties.

I agree and accept responsibility to restrict access to any part of the church and church property not included in rental agreement. I understand that failure to comply to confine my activities to the rented area, nearest restrooms, elevators, and nearest points is justification for the church to end the event.

Your Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

PUCC Representative \_\_\_\_\_ Today's Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

\$\_\_\_\_\_ Total Fees Due

\$\_\_\_\_\_ Deposit paid: \_\_\_\_\_ date; \_\_\_\_\_ cash; \_\_\_\_\_ check #

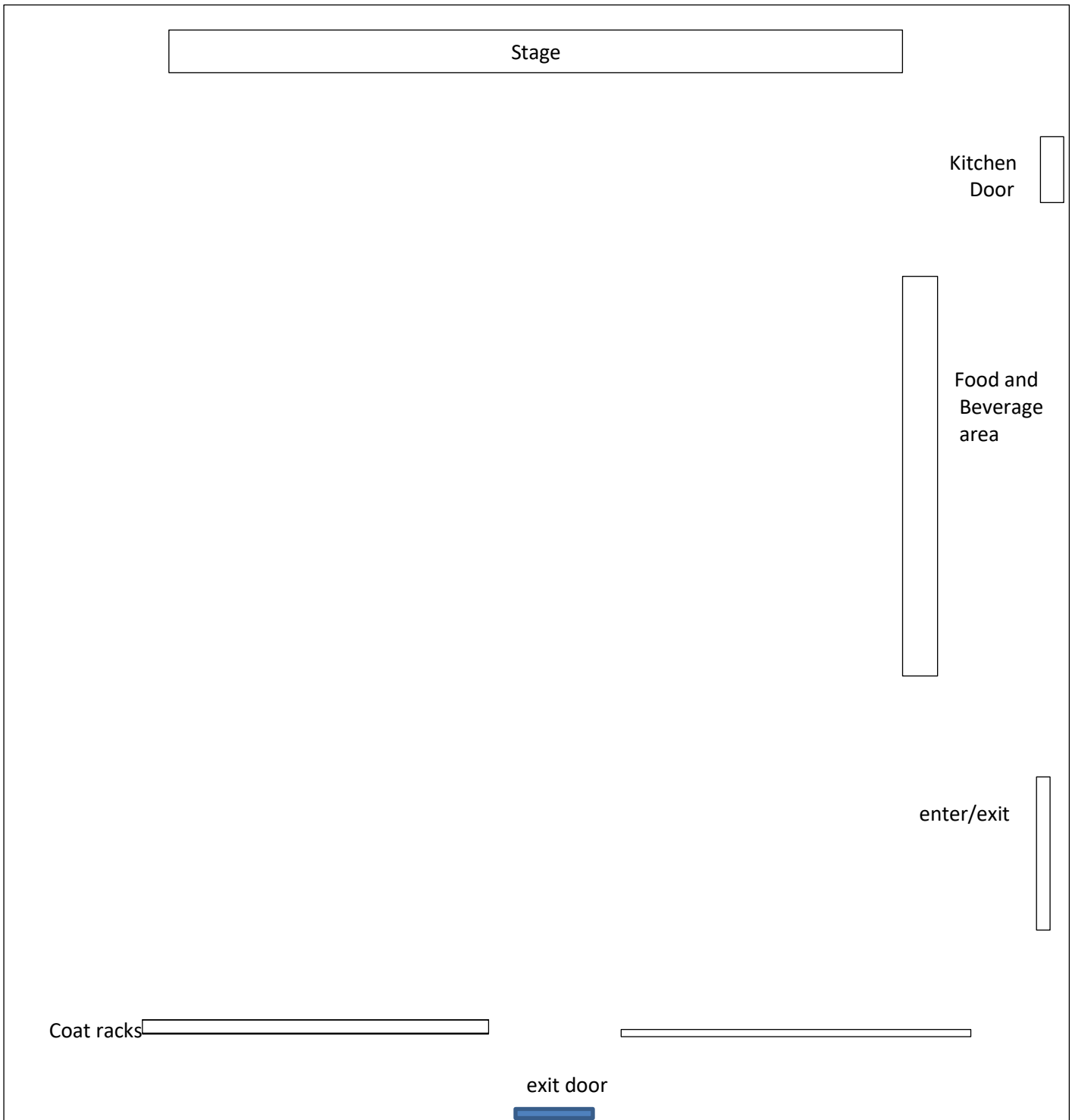
\$\_\_\_\_\_ Balance Due by \_\_\_\_\_ date

**FELLOWSHIP HALL and LOUNGE**

Please submit your diagram of room arrangement (Fellowship Hall below) along with your signed agreement and deposit/fees. Include guest seating, gift table, picture/display tables, cake/dessert table, etc.

For guest seating, we have round 5-foot tables that seat 7-8 people comfortably and rectangle 8-foot tables that are usually used for food, displays, etc. Fellowship Hall dinner seating fits up to 250 people comfortably. The Lounge will seat up to 48 people for dining comfortably (see diagram separately).

If no set-up is included, the coordinator will do a basic set-up based on room and guest count.



## **CONDITIONS OF RENTAL AGREEMENT**

**\*\*PLEASE KEEP THE FOLLOWING PAGES FOR YOUR REFERENCE\*\***

### **RENTAL PERIOD**

5 hour rentals includes decorate and tear-down.

Please utilize the church facilities and equipment only to the extent authorized in the rental agreement.

Renters will have access to rooms approved, restrooms, elevators, and church parking lots.

### **RESERVATIONS**

A deposit or the full amount is due at booking to hold date. Any balance of rental fees is due no later than 14 business days before scheduled event.

### **TABLES AND CHAIRS**

Tables and chairs are provided at no extra cost.

### **DECORATING POLICY**

Table and free-standing decorations, such as centerpieces and balloons are permitted. No confetti, rice, nails, tacks, tape or loose glitter may be used. Do not attach decorations to painted wall surfaces, ceilings, or pillars. Smoke and bubble machines are not permitted. Candles may be used if enclosed in glass globes.

### **WIFI**

Our facility provides Wi-Fi to our guests as a courtesy. No Refunds will be given if the Wi-Fi connection fails or is unavailable. Wi-Fi password will be provided for your event.

### **AUDIO/VISUAL EQUIPMENT AVAILABLE**

Computer (power point, music, video, thumb drives, presentations)

Sound board – Hand-held wireless microphone

Ceiling projector – 2 mounted 52 inch flat screen televisions

2 portable 58 inch flat screen televisions

Sound Tech must be present

### **SMOKING POLICY**

The entire building is smoke free.

### **ALCOHOL POLICY**

The PUCC Alcohol Policy is available for weddings only.

### **EQUIPMENT**

Circus Cart Popcorn Machine with supplies – additional fee

### **KITCHEN USE**

The rental of the Fellowship Hall includes use of commercial refrigerator, freezer, regular sinks and all counter prep areas. If any of the above are used, they must be cleaned. Private or organizational events must furnish their own supplies.

*(continued)*

**CATERERS**

Events charging for food must use a licensed caterer or pre-packaged foods and Kitchen Manager must be present. Paradise is also licensed to cater your event. A kitchen usage fee will be added for full access to all commercial equipment as well as our glassware, flatware, dinnerware, and cookware.

**ENTRANCE DOORS**

All entrance doors to the hall must be kept closed. Open doors prevent the air handling equipment to work properly.

**DAMAGE**

Report any damage to equipment or property promptly to the custodian or kitchen manager on duty. Renters are responsible for the conduct of their guests and loss or damages caused by guests. All damages will be repaired at renter's expense and is to be paid within 30 days. Profane, lewd, slanderous conduct or content is not permitted.

**CANCELLATION**

A written request for cancellation must be submitted to church office. A full refund on cash/check payments will be given if cancellation is submitted no less than 2 weeks prior to event. A 3% service fee will be charged for all credit card payments. All NSF checks returned will be charged \$25. No refunds will be given for cancellations made less than 14 days prior to event.

## **Photo/Video Release Form Website and/or Advertising Materials**

By signing this release form, I authorize Paradise UCC to use the following information:

- (1) My picture and the pictures of anyone at my event, including photographic, motion picture and electronic images.
  
- (2) My voice and the voices of anyone at my event – including sound and video recordings.

I hereby grant Paradise UCC the right to use, publish and reproduce, pictures of me or my guests in film or electronic copy, including information described in sections (1) and (2) above in any and all media. This permission may be revoked in writing.

I, and those at my event, grant Paradise UCC all rights and title to all finished pictures, reproductions and copies, and further grant Paradise UCC the permission to print copies for marketing, communications, and advertising.

I hereby waive the right for anyone in attendance at my event to receive any payment for my signing this release and waive the right, on behalf of my guests, to receive payment from Paradise UCC on any materials described above. I also waive any right to inspect or approve finished photographs, audio, video, advertising materials, copy, printed or scanned materials and the approval to how the eventual use of these materials is applied.

I acknowledge that I have read the foregoing and I fully understand the contents. I am signing on behalf of myself and all my guests in attendance at my event.

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

Print Name \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_