

HEBRON PRESBYTERIAN CHURCH, USA
4765 North Preston Hwy – Shepherdsville, KY 40165

ACTIVITY BUILDING POLICIES AND CONTRACT

Please circle the package you seek to retain and initial in the last column.

Event/Activity Building	Activity Building	Activity Building + Church (Separate Wedding Info Form Required)	Initials
4 hour rental	\$300.00(\$75/hr)	\$600.00	
5 hour rental	\$375.00	\$750.00	
6 hour rental	\$450.00	\$900.00	
8 hour rental	\$600.00	\$1200.00	
Bereavement reception	TBA at the time of need.		

ROOM RENTAL PRICES: The number of hours charged includes Set-Up Time

Nature of Event: _____ Date of Event: _____

Opening Time for Set-Up: _____ + Event Time: _____ = Rental Hours _____

Expected number of Guests _____ Rental Room Required: Gym/ Meeting Room/ Church

Final Payment of _____ due by _____. (14 Business Days prior to rental)

Name of Lessee/s _____

Address _____

email **address** _____

Telephone number/s of Lessee/s(H) _____ (C) _____

The building will be opened by church attendant prior to set-up time. We request that Lessee's call attendant when event is over and building closed per instructions.

NOTE: Upon completion of the contract agreement and any required receipt of customer deposit, there will be no change in time of use, or pricing, **within 14 business days prior to the event**, when the Final Payment is due.

ROOM RENTAL: The rental fee includes the use of the tables and chairs available within the rental space. Maximum capacity of the Activity building is 200 people using tables and chairs. Hebron Presbyterian Church reserves the right to make reasonable changes in meeting or banquet rooms to best accommodate the group, even though another space might have been originally assigned. Hebron Presbyterian will do their best to notify the group of this change, time permitting. Number of chairs – 150.

EVENT PERIOD: The event period is the specified time and date listed in the Contract listed above. It is agreed that the event will begin promptly at the scheduled time, and that all attendees will vacate the facility at the closing hour indicated.

SMOKING: Hebron Presbyterian Church Activity Building is a non-smoking facility.

FINAL PAYMENTS: All payments must be made 14 working days prior to the event.

DAMAGE POLICY: Any damage occurring to the property of Hebron Presbyterian Church will be charged to the client. Hebron Presbyterian Church is not responsible for any items left on premises that are lost, stolen or damaged.

DEPOSITS – SOCIAL FUNCTIONS: No deposit is required unless another party requests the room. If the deposit is required it will be 50% of estimated cost of event. The deposit will be deducted from the final invoice.

CLEANING: All renters must leave the premises as they found them or in better condition and complete the following tasks:

1. **Kitchen:** Counters wiped down, sink cleaned, and floor swept. *NOTE: use only glass cook top cleaner and cook top scrubbing pad to clean the cook top – cleaner and scrubbing pad located in the cabinet to the right of the range. Please wipe up any fresh spills that occur in use of the oven or floor.
2. **Gym:** All decorations must be removed, floor swept and any spills wiped up. Garbage cans from kitchen, gym and restrooms can be emptied and new bags replaced, as needed, and all trash put in the dumpster located behind the building .
3. **Set-Up:** Lessees may arrange tables and chairs to accommodate their event. Any tables and chairs not required may be stored appropriately by the Lessee. NOTE: Please leave two (2) 8' tables and six (6) 6' tables with chairs set-up.
4. **Restrooms:** Flush toilets/urinals if needed, empty trash into large garbage can bag, sweep floors, and turn off lights.

5. **Thermostats in Gym:** Winter leave heaters set on Heat and Auto at lowest temp setting. Summer leave A/C set on Cool and Auto at highest temp setting. The hallway thermostat will be adjusted the same based on seasons.

STATEMENT OF LIABILITY POLICY: Hebron Presbyterian Church, employees, agents, elders and officers disclaim any and all liability for damages or losses sustained by any lessee as a result of fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts, or theft. Lessee's wishing to insure their property must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, or if the Lessee shall allow any article or equipment to be brought into the facility, or any act to be done on the Hebron Presbyterian Church land, which may cause such policy of insurance to be cancelled, the lessee will hold the Hebron Presbyterian Church, employees, agents, elders and officers harmless against any and all claims.

LIABILITY INSURANCE: Liability insurance is only required for events or trade shows open to the public. Three days prior to the event, tenants must supply the Hebron Presbyterian Church with a Certificate of Insurance Coverage naming Hebron Presbyterian Church as "Additional Named Insured". The limits of the insurance should be:

\$1,000,000 in Bodily Liability

\$1,000,000 in Property Liability

Liability coverage must be provided for the following items:

Comprehensive

Premises-Operations

Contractual

If a Certificate of Insurance is not received, the event will be cancelled.

LIQUOR LICENSE: Under no circumstance can alcoholic beverages be brought into or onto Hebron Presbyterian Church premises.

SECURITY: If so desired, tenants may provide their own security within the portion of the Hebron Presbyterian Church which has been rented. Hebron Presbyterian Church reserves the right to require security at events or functions open to the public. Hebron

Presbyterian Church will not be responsible for any alleged loss of property whether or not a security company is retained. No door shall be chained.

SPORT EVENTS: Gym use only with no chair or table use; No meals provided on the premises; Children must be supervised at all times; Building must be left as found; If a mess is left, the group will not be allowed to return.

PARKING: All parking is free of charge and designated handicapped parking is provided. Heavy equipment, i.e. semi trailers or storage trailers, will not be allowed in the parking area. Heavy equipment parking is subject to approval by Hebron Presbyterian Church and is not allowed in the Hebron Presbyterian Church/Activity Building fire lane/loading door area. Additional parking is available at the rear of the building.

PACKAGE RECEIVING: Should you need to drop off personal items for your event, they must be boxed and addressed to the attention of the Manager handling your function. The name and date of your function must be clearly marked on the box. Due to limited storage space, we request that shipments or items not arrive any earlier than two days prior to the event. No vehicles, freight or other show materials shall be stored on Hebron Presbyterian Church grounds or in the facility without prior written permission of the manager handling your event.

Hebron Presbyterian Church will not assume responsibility for the damage or loss of any merchandise or articles left unattended in the Church/Activity Building prior to, during, or following a function.

PHOTOS: Hebron Presbyterian Church has the express right to take any photographs of your event for purposes of advertising and promotion.

SIGNAGE: Decorations, signs, banners, etc. may not be nailed, stapled or otherwise fastened to the ceiling, walls, doors, or painted surfaces of columns without prior written approval by Hebron Presbyterian Church.

Hebron Presbyterian Church reserves the right to inspect and control all events. Any advertising prepared by the guest must have prior approval of Hebron Presbyterian Church.

I have read, fully understand and agree to all terms, conditions and policies stated above.

Lessee Signature

Date: _____