

# LOVE LIFE CHRISTIAN FELLOWSHIP CHURCH

PASTOR GRACE C. WASHINGTON, M.DIV.



## THE R.J. HENDLEY EDUCARE COMPLEX

## RENTAL AGREEMENT

Please sign and return attached contract NO LATER THAN \_\_\_\_\_.

If you have any questions, please contact **Deacon Thomas Glover** at (678) 471-4095.

3980 Panthersville Road • Ellenwood, Ga 30294  
(404)241-1499 Office • (404)241-8001 EduCare Complex  
(404) 241-1519 Fax

Email: [llife01@bellsouth.net](mailto:llife01@bellsouth.net) • Website: [www.lovelifecfc.org](http://www.lovelifecfc.org)

*Signed faxed copies of this contract are accepted*

# Rental Contract

R.J. Hendley Educare Complex  
3980 Panthersville Road  
Ellenwood, GA 30294

## ENGAGEMENT

1. The Love Life Christian Fellowship Church, hereinafter referred to as LLCFC, agrees to rent the R.J. Hendley EduCare Complex to \_\_\_\_\_, represented by \_\_\_\_\_  
(Organization/Individual Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Print Title if representing Organization)

Requested rental space(s) is (are) (check all that apply):  Fellowship Hall  Kitchen  Conference Room

The rental period will be from \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_.

The rental times are from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm.

*\*An additional fee of \$75.00 will be charged for each ½ hour after the above listed time.*

2. The planned event is a(n) \_\_\_\_\_ with an expected attendance of \_\_\_\_\_  
(Banquet, reception, conference, meeting, family reunion)  
\_\_\_\_\_ (Maximum Capacity: 130 persons).

3. The desired set up is depicted in the attached diagram and will include the following:

- A. Theater style arrangements with \_\_\_\_\_ chairs per table
- B. \_\_\_\_\_ 60 inch Round Tables with \_\_\_\_\_ chairs per table
- C. \_\_\_\_\_ 72 inch Rectangular Tables with \_\_\_\_\_ chairs per table
- D. A head table consisting of \_\_\_\_\_ 60 inch round and/or \_\_\_\_\_ 72 inch rectangular tables with seating for \_\_\_\_\_ persons.

Renter will be allowed to set-up on \_\_\_\_/\_\_\_\_/\_\_\_\_ from \_\_\_\_ am/pm until \_\_\_\_ am/pm.

**(For office use only)**

*\*LLCFC Representative will advise of maximum number of tables allowed per set-up preference.*

4. This event will be catered by \_\_\_\_\_.  
*(Caterer must be an approved vendor - Licenses may be requested)*

5. The following multi-media support is requested (requests above normal setup require a professional technician):

- A. Audio: \_\_\_\_\_ Normal setup (Podium and mic w/ amplifiers); \_\_\_\_\_ Microphones (More than one); \_\_\_\_\_ Play CD; \_\_\_\_\_ Play Tape
- B. Visual \_\_\_\_\_ Play DVD; Play Video Tape; \_\_\_\_\_ Overhead/PowerPoint; Floor Power Point \_\_\_\_\_ LCD Projector \_\_\_\_\_ Screen \_\_\_\_\_  
*(\*Note: Laptop Computer will not be provided)*
- C. Explain the multi-media concept:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICIES**

- 6. The following restrictions apply:
  - A. Smoking inside or outside is prohibited on property.
  - B. Items can not be affixed to walls and/or floors in any manner (including tape or pins).
  - C. Room thermostats can only be adjusted by LLCFC personnel.
  - D. Profanity, Lewd dancing, obscene songs, and obscene language are prohibited.
  - E. The sale of products must be pre-approved by LLCFC.
  - F. Gambling is not allowed on the property.
  - G. Access to the multimedia control room is restricted to LLCFC technicians only.
  - H. All caterers used must be pre-approved by LLCFC.
  - I. There are no alcoholic beverages or illegal substances allowed on premises.
  - J. All youth (under the age of 18 years of age) must be accompanied by a responsible adult.
  - K. All events (including cleanup) must be concluded by 11:00pm.

**DEPOSIT/FEES**

- 7. The following charges apply:
 

A. Room Rental (includes podium and mic on stand)	\$ _____
B. Security Deposit (refundable)	\$125
C. Videographer (\$75 per hour) <i>Optional*</i>	\$ _____
D. Photographer (\$75 per hour) <i>Optional*</i>	\$ _____
E. LCD Projector and Screen (\$25/hr) <i>Optional</i>	\$ _____
F. Multi-Media Technician - Required w/use of Audio/Visual & with CD/DVD player) (refer to 7C – 7D) (\$75/hr) <i>Optional</i>	\$ _____
G. Setup and breakdown of tables/chairs (\$100) <i>Optional</i>	\$ _____
H. Property Monitor (\$100 minimum for 4 hrs. \$25 each add. hr) <i>Optional</i>	\$ _____
<b>Total Charges</b>	<b>\$ _____</b>

\* Please see separate contract for weddings.

- 8. A deposit in the amount of 50% of the room rental (\$ \_\_\_\_\_), of which 1/2 thereof is non-refundable if Renter does not cancel within 30 days of the event (\$ \_\_\_\_\_), and the security deposit (\$200) is due upon signing the contract.
- 9. The final balance is due no later than \_\_\_\_\_.
- 10. Acceptable forms of payment are: personal checks (for initial deposit only), money orders, certified checks, cashiers checks, or credit card. All payments should be made payable to *Love Life Christian Fellowship Church*. **There is a \$35 returned check fee.**
- 11. A valid credit card number is required at time of contract to cover any incidentals.

By signing below I have read and agree to the terms, conditions, and provisions set forth by Love Life Christian Fellowship Church in this Agreement. I understand that this is a legally binding agreement and is subject to all applicable federal, state, and local laws, including health and safety codes. Any violation within said agreement will be considered a breach of contract. I acknowledge that I am solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, display, or reproduce any copyrighted works which may be used. This Agreement will be binding upon the successors, assignees, and transferees of the parties hereto. The representatives signing this Agreement are authorized to bind each of the parties to the conditions and provisions of this Agreement. It is understood that the event date(s) will not be reserved until the deposit fee and the signing of this document have been remitted. As Agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

_____	_____
Renter's Signature	Deacon's Signature
_____	_____
Renter's Printed Name	Deacon's Printed Name
Renter's Mailing Address _____	Renter's Phone Number _____
	Alternative Phone Number _____
	State Issued ID/Driver's License# _____

*(Copy of state issued ID must be affixed to this contract)*

## HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (hereinafter referred to as "Agreement") is entered by and between, an individual or organization, (hereinafter referred to as "Renter") and Love Life Christian Fellowship Church, a Corporation, (hereinafter referred to as "Rentee" or "LLCFC"), on this \_\_\_\_\_ day of \_\_\_\_\_, 2007 in Ellenwood, Georgia.

### Agreement

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Renter and Rentee agree:

Renter will indemnify and hold harmless Rentee from any and all claims, liability, actions, and judgments, including all costs and expenses of defense and attorney's fees incurred in defending against same, arising from any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which LLCFC may suffer or incur in connection with the Renter's use or misuse of the premises located at 3980 Panthersville Road, Ellenwood, Georgia;

Renter will not hold LLCFC responsible for any bodily injury or damages that may occur to vehicles or other property on the property of 3980 Panthersville Road, Ellenwood, Georgia whether or not a Property Monitor is present. Renter's actions include acts of Renter's agents, employees, guests, or independent contractors. Renter will be responsible for any & all damages caused or repairs made necessary to the rental facilities or public areas, equipment, or furniture as a result of any actions or activities while under the rental duration.

Rentee shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Renter shall indemnify and hold harmless Rentee for any such claims paid, including Rentee's reasonable attorney's fees incurred resulting from such claim.

In the event any claim or suit is brought against Rentee within the scope of this Agreement, Renter shall pay for legal counsel chosen by Rentee to defend against same.

The Renter may not bring onto the premises any article or item of a dangerous, inflammable, or explosive character that might substantially increase the danger of fire on the premises, or that might be considered hazardous by the LLCFC insurance company.

Renter may not assign or sublease any interest in the premises without the prior written consent of LLCFC. ***Alcoholic Beverages, illegal narcotics, smoking, and firearms are strictly prohibited on the premises.***

If a default by LLCFC occurs for any reason, the total amount of funds invested will be returned to the Renter.

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to a reasonable attorney's fees, which may be set by the court in the same action, or any separate action brought for that purpose, in addition to any other relief such party may be entitled. This Agreement shall be interpreted under the laws of the state of Georgia.

This indemnity shall survive termination of this contract only as to claims arising out of events that occur prior to termination of this contract. To the extent a claim arising from Renter's conduct is covered under Renter's insurance, Renter shall not pursue claims against Rentee. In no event shall Renter make any claim against Love Life Christian Fellowship Church's insurer.

As Agreed,

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Renter – Love Life Christian Fellowship Church Representative

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Rentee – Sign and Print Name

# The R. J. Hendley EduCare Complex

Private Offices

