



## Event Contract Lease Terms and Conditions

THIS AGREEMENT, dated this day of August, 2014,  
between NorthEast Christian Church, Lessor  
and, LFUCG, "Lessee".

All reservations and agreements are made upon, and are subject to the rules and regulations of the Lessor and the following conditions:

**FEES:** Date (s), times and charges are detailed on the attached "Event Invoice" and incorporated into this Lease by reference. If Lessee is quoted a discount or high volume rate based on projected room usage, Lessors reserves the right to review this rate periodically and verify actual room usage to projected room usage. Lessor reserves the right to increase room rates or stated costs if volume projections are higher than what was stated on the Event Estimate. All prices are subject to change with notification when possible (within seven days prior to any said changes). Lessor reserves the right to move functions to rooms other than those appearing in this lease or the attached "Event Estimate" with prior notification.

**PAYMENT:** Full payment as detailed on the attached "Event Invoice", shall be made in advance of the function. The balance of \$1,749.25 due for the function is payable on or before October 1st, 2014. Any discrepancies in counts or changes should be identified and resolved at the end of the function. Any additional requests after balance is paid in full will be invoiced accordingly the next business day following the event.

**NO ACCESS TO THE FACILITY WILL BE GRANTED UNTIL ALL FEES ARE PAID IN FULL.**

**SET-UP:** Set up design/requirements are to be turned in to Lessor seven (7) days prior to the event. Once the room has been set any changes will need to be taken care of by the Lessee after receiving approval from the Lessor. Items may only be brought into the facility the day of the event unless other arrangements have been approved by Lessor and a room usage fee will be charged for each additional day. All items brought must be removed from the facility the day of the event unless other arrangements have been approved by Lessor prior to the event.

**TIME:** In order for Lessor to satisfy all of its Lessees, no function will be permitted to exceed the time specified without Lessor's prior approval. **Time in excess of that agreed to in the contract will be billed at \$25 per hour.** The building will be made available for the agreed upon time frame and any outside deliveries must be made during that time.

**CANCELLATIONS:** Notice of cancellation **MUST BE RECEIVED AT LEAST FIVE BUSINESS DAYS PRIOR TO EVENT.**

**ACTIVITIES:** The premises shall be used **ONLY** for those approved activities designated on the "Event Schedule".

- **NO OTHER ACTIVITIES MAY BE HELD WITHOUT PRIOR NOTIFICATION IN WRITING AND APPROVAL OF LESSOR.**
- Lessee must obtain prior approval from Lessor for ALL activities that are planned for the function.

### CHURCH POLICY:

- No smoking is permitted in the building
- No alcoholic beverages are allowed on the premises, anyone in violation of this policy will be asked to leave the premises immediately.
- **NCC IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**
- The piano and band equipment may not be moved or used.
- No food or beverages are allowed inside the Worship Center or Choir Room.
- Rooms not reserved and paid for are off limits.
- All functions must end and/or outside equipment removed no later than 11:30pm, this includes any time needed for tear-down or cleaning.
- Occasionally, it may be necessary to require speakers and bands to stay within certain volume limits; Lessee agrees to comply with requests related to this from Lessor.
- Depending on the space that is rented it will be at the Lessor's discretion which outside entrance will be used.
- Ministry tables are moved at the Lessor's discretion and only by NCC personal.

**SOUND:** Only those individuals authorized by the church may operate the system or be in the sound room.

**VIDEO:** NCC's video equipment is not available for use. There will be no standing on furniture or railings in the building for Videography.

**CHILDREN:** Children shall be supervised at all times both inside and outside the building and are not permitted to run through the building. When space permits you have the option of renting an additional room for the children, Lessee must provide the appropriate number of adult supervisors to stay with the children at all times. If children are left unsupervised, Lessor shall ask the parents to remove the children from the premises, failure to comply with this request will result in the Lessor having to stop the event.

**DECORATING GUIDELINES:** All displays and/or decorations shall be subject to the prior approval of Lessor. Absolutely no rice, birdseed, confetti or similar items may be dispensed inside the facilities. There may not be helium balloons used inside the Gym or Worship Center. No nails, tacks, pins, staples, gum or anything that will mar the woodwork or furniture may be used. Absolutely no display materials are to be hung with staples or tacks. Scotch tape or duct tape may not be used on equipment, walls or ceilings; 3-M removable tape is the ONLY adhesive that is approved for displaying signage. Any potted plants must be on saucers. Flammable substances are not permitted in the building or on the premises. No equipment is ever to be arranged in a potentially dangerous manner or blocking an exit. All decorations must be removed immediately following the event.

**FACILITIES:** Lessee will be responsible for any and all damage to the premises and to Lessor's property caused by the acts of Lessee or Lessee's agents, servants, employees, patrons, or guests, whether accidental or otherwise; and Lessee further agrees to leave the premises in the same condition as existed prior to the event and Lessee agrees to pay Lessor upon demand, such sums as shall be necessary to restore said premises to its present condition other than by ordinary use and wear.

**KITCHEN:** The fee for the kitchen is for use only. The kitchen must be returned to the condition it was in prior to use (cleaned, floor mopped, everything put back where it was etc.), or a cleaning charge of \$150 will be applied.

**CLEANING:** In addition to the kitchen Lessee is responsible for clearing and throwing away dirty dishes/cups/utensils from all tables. If there is excessive trash on the floor Lessee will be asked to provide help cleaning that up as well.

**SECURITY, MEDICAL & PARKING:** One or more security and medical attendants must be provided when there are 100 or more guests in the facility and must be provided by Lessor at the expense of Lessee. Parking will be allowed only in those areas designated by the Lessor. Parking in front of the building will be permitted for loading and unloading only. These fees are in addition to the rental charges and must also be paid in full prior to entry into the facility. Shuttle Bus service and Parking Attendants are required for all events with over 375 attendees. Security, Medical, and Parking may be determined on a case by case basis through the Event Coordinator.

**DEFAULT:** If Lessee shall fail to make any payment when due or shall otherwise breach any term of the Lease, Lessor may, at its option, declare Lessee to be in default and immediately terminate all rights of Lessee hereunder and also to recover from Lessee damages which Lessor may incur by reason of breach of the lease, including any costs and expenses it may incur. Lessor may also retain any monies paid prior to termination as liquidated damages.

**NOTE:** NorthEast Christian Church reserves the right to require removal of any decorations/items it deems inappropriate or offensive

Additional Notes:

Event Date: October 13<sup>th</sup>-October 17<sup>th</sup>, 2014

Event Time: 7am – 7pm on Tuesday, Thursday, and Friday, and 7am – 5:30pm on Monday and Wednesday.

Setup: Group will be permitted to come in on Sunday, October 12<sup>th</sup>, from 1pm until 5pm, to set up rooms as needed.

Notes: Event details noted on attached Event Invoice.

Signed:

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

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