



Saginaw Valley United

SAGINAW VALLEY
UNITED

7877 Bell Road

Birch Run, MI 48415

989-777-8700

Facility Rental Contract

Reservation Date: _____

Date of Use: _____

Type of Event: _____

If a wedding reception, are other rooms needed for this event? YES NO

If so, which ones? _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact #: _____

Email: _____

FOR OFFICE USE:

Before collecting any money or signing the contract, please review the church calendar in the office for date conflicts. Once the date is confirmed, please add it to the calendar immediately.

Rental \$ _____ due 30 days prior to event

Deposit \$ _____ due upon Reservation Date

Total \$ _____

Time of Reservations: _____

I understand that by signing below I am entering the facility Rental Agreement with Saginaw Valley United and I am renting the hall for my personal use and am subject to all the terms outlined.

Renter: _____ Date: _____

Office: _____ Date: _____

Rental Agreement Terms

- Rental Fee is \$100.00 for Church Members due 30 days prior to the event.
- A \$50.00 deposit is due at time of reservation and will be refunded after the event if no damages or extra cleaning needed.
- If a Church Member is using the hall/kitchen for a fundraiser dinner on a Sunday then there is a pro-rated fee of \$50.00.
- Any cancellations 30 days prior to the event will result in a full refund of the deposit and rental fee. If less than 30 days only 50% of the deposit will be returned.
- By signing, the renter agrees to pay for any breakage of utensils, appliances, or fixtures and further agrees and acknowledges themselves jointly and individually responsible for any damage in or to the building and/or the premises. The undersigned agrees not to use tacks, nails, staples or paint for decorative purposes. Wall decorations are only permitted with tape no command strips, nails or tacks.

- Renter agrees to clean hall of own rubbish by depositing in dumpster at rear of building and return hall to original state at time of rental. Renter agrees to vacate premises by the agreed upon time.
- Hall key can be picked up the day before the event during regular office hours 9:00 AM to 5:00 PM. Key must be returned the day of the event or the next day.
- The Rental Agreement includes the use of fellowship hall, fellowship hall bathrooms, warming kitchen, tables, chairs, trash cans and utilities. Depending on the size of the event arrangements can be made for either the warming kitchen or large kitchen. If the renter needs the large kitchen the \$50.00 deposit will not be refunded as there are arrangements which need to be made for our church staff to turn on the gas for cooking and turn it off as well as cleaning for the kitchen. If classrooms are needed for meetings or other wedding party preparation there is an additional cost for the use of those rooms. \$25.00 additional rental for each classroom.
- Paper products, table cover, and decorations are not included in the rental agreement.
- Renter acknowledges and agrees to the event being smoke, drug and alcohol free.
- Saginaw Valley United Pentecostal Church is not responsible for the loss of any personal property or liable for injury/injuries sustained by any person or persons in the building or on the premises.