



Saginaw Valley United  
 7877 Bell Road  
 Birch Run, MI 48415  
 989-777-8700

### Rental Agreement Terms

- Our hall rental fee is based on the size of the event. Please review the table below for the charges.

Description	Rental Charges	Check here for what applies
Kitchen Usage	\$50.00	
Event size 1-50	\$150.00	
Event size 51-150	\$200.00	
Event size 151 to 350	\$300.00	
Deposit, refundable if room is returned to proper condition and no damages based on the staff member assessment.	\$75.00	<b>x</b>
Additional classrooms usage, per room	\$25.00	
Navy, green, white or black table linen usage, leave on premises and church will clean	\$75.00	
	<b>TOTAL DUE:</b>	\$

- Deposit of \$75.00 is due at time of reservation.
- The \$75.00 deposit will be refunded after the event if no damages or extra cleaning needed.
- 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.
- Hall renters are not permitted to use any of the paper products or food items stocked in the kitchen. All paper products and food must be supplied by the renter.
- Decorations for your event cannot be hung from the ceiling, taped, or tacked to the walls. All decorations must be tabletop and/or free standing.
- The church provides the black oil canvas coverings on the banquet tables. Navy and black linens are available at an additional cost but are limited to what is on hand.
- 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 not permitted.
- All candles must be enclosed in hurricane style glass. No exposed taper candles are permitted.
- 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, pictures of original state are in the kitchen for review. Renter agrees to vacate premises by the agreed upon time.
- Hall key can be picked up on the service day prior to the event, either Wednesday or Sunday.
- The Rental Agreement includes the use of fellowship hall, fellowship hall bathrooms, tables, chairs, trash cans and utilities. Kitchen usage is available with an additional fee.
- 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.

- Use of Helium, 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 both inside the building and outside.
- 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.

### **Facility Rental Contract**

Reservation Date: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

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

If so, which ones? \_\_\_\_\_

What time do you need the facility open on the day of event? \_\_\_\_\_

What time will you need the facility closed on the day of event? \_\_\_\_\_

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

Other rental charges \$ \_\_\_\_\_ (use checklist on page 1 to calculate)

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: \_\_\_\_\_