



GREATER PEACE BAPTIST FELLOWSHIP HALL RENTAL CONTRACT

1. By signing this document, the undersigned establishes a contract between Greater Peace Baptist Church (GPBC) and the undersigned. The undersigned agrees to the following terms and conditions outlined in this document.
2. GPBC Fellowship Hall is available for rental for both GPBC members and non-members. Contact the Trustee Secretary at least 30 days before the event date to reserve the Fellowship Hall. The Trustee Secretary can be reached at gpbctrustees@gmail.com.
3. The contract to use the Fellowship Hall must be executed 7 days before the event. A mandatory rental fee of \$150.00 and a \$100.00 deposit are due at signing. All financial transactions will be handled by the GPBC Finance Director. The GPBC Finance Director can be reached at gpbcfinancedirector@gmail.com.
4. Cancellation: To receive a full refund, you must cancel the contract within 48 hours before the event. If cancellations are made on the day of the event, only the \$100.00 deposit will be returned.
5. The set-up and breakdown of the fellowship hall area is the responsibility of the renter. Fellowship Hall usage includes Fellowship Hall, bathrooms, full kitchen and utensils, stove, refrigerator, chairs: 96 - 8 ft tables: 14 - 6 ft tables: 2 - 5 ft round tables: 3 coolers: and 1 hot server. No glitter, gum, candles, tape, confetti, or anything should be nailed on the walls.
6. Closing: Decorations, tablecloths, and personal belongings must be removed at the end of the event. All activities, including cleaning the kitchen and utensils, removing food from the refrigerator, bathroom, hot server, coolers, stove, and restrooms, mopping the floors, taking out the trash and placing it in the dumpster, and restoring the Fellowship Hall to its original state, must be completed by 10:00 PM.



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Failure to adhere to these guidelines will result in the renter losing the \$100.00 deposit as well as being assessed an additional \$200.00 penalty. This penalty applies to both GPBC members and non-members. (Items left behind will be discarded by the cleaning staff).

7. The \$100.00 deposit will be returned by the Finance Director after the event. Any damages or repair costs will be deducted from the deposit.

I, _____, reserve the GPBC Fellowship Hall for the following
Print Name

Event: _____ Date(s): _____ Start Time: _____

End Time _____

Individual Signature & Date Address

Cell: _____ Home: _____ Email: _____

Trustee Secretary Signature & Date

THIS STATEMENT IS TO CERTIFY THAT AN INSPECTION OF THE FELLOWSHIP HALL WAS MADE AND FOUND TO BE IN ORDER, OR WITH THE FOLLOWING DISCREPANCIES NOTED BELOW:

Inspector's Signature & Date _____

The use of alcoholic beverages, drugs, and weapons is prohibited on the premises of the Greater Peace Baptist Church. Smoking of any kind (including electronic cigarettes and vapes) is prohibited on the GPBC premises.