

New Rising Star Missionary Baptist Church & Family Life Center
7400 London Avenue
Birmingham, Alabama 35206

Tommy C. Chappell, Pastor

NRS FACILITY USE AGREEMENT

Event _____

Terms and Conditions

A reservation/security deposit of \$50.00 is due upon signing this agreement. The reservation/security deposit will be deducted from the facility fee (see attached facility fee listing). Your event will not be booked on our calendar until the reservation/ security deposit is paid in full.

Please indicate the facility area(s) to be used for your event (check all that apply)

- Sanctuary
- Fellowship Hall I (capacity 150)
- Fellowship Hall II (capacity 80)
- Dressing Rooms
- Gymnasium
- Kitchen

The facility fee is \$_____.

Event Date(s) Requested _____
Month Day(s) Year

Time: From _____ am/pm until _____ am/pm

The number of guest expected _____.

NRS will provide the following for your event as part of your facility fee.

- Predetermined number of tables for your event
- Predetermined number of chairs for your event
- Catering access to kitchen area if selected (see guidelines)
- Access to designated dressing areas

Payment for your event is as follows:

- Reservation/security deposit at contract signing
- ½ of balance (to include any additional fees agreed upon in this contract) due 60 days prior to the event.
- Remaining ½ due 2 weeks prior to the event.
- You may pay in full at any time prior to this schedule.

In the event of cancellation your reservation deposit will be refunded.

You are responsible for any and all damages or theft to the facility related to your event.

If the grounds of NRS are not respected or are left unusually disordered by you and/or your guest, you will be charged an additional clean up fee of \$100.00.

NRS IS A SMOKE & ALCOHOL FREE FACILITY

NRS Calendar Events take precedence. No exceptions.

All Saturday events **MUST** conclude by 7:00pm. Breakdown and departure completed by 8:00pm. No exceptions due to Sunday Worship Services.

Sunday events are at the discretion of the Pastor and must not conflict with NRS scheduling. Events permitted will also adhere to the Saturday time frame previously stated.

NRS strictly adheres to the contracted block of time for your scheduled event.

Music selected for your event must be tastefully selected and considered to be appropriate listening for NRS Christian usage.

You agree to have your hired caterer, florist or event planner/consultant contact the NRS Social Events Coordinator at least 30 days prior to the event.

The NRS sound system is available for audio assistance during your event. Please do not touch any of this equipment! Prior to your event the system will be turned on for you. Should your event require a sound tech, one can be provided for an additional fee of \$35.00. Sound Tech needed _____yes _____no

3 hours prior set up time will be allowed for your event. Please coordinate times of entry and departure with the Events Coordinator.

In the event of cancelation of your event, please notify NRS in a timely manner.

I have read and fully understand this agreement and the attached use guidelines and agree to be fully bound by its terms and conditions.

Responsible Party _____ Date _____

Witness _____ Date _____

- Pastor Tommy C. Chappell
- NRS Clerk
- Social Events Coordinator

CONTACT INFORMATION (Please Print)

Name _____

Address _____

Home Phone _____

Cell Phone _____

Work Phone _____

Email Address _____

NRS Facility Fees

***** The fees set for usage of the NRS facility are predetermined by the Pastor in efforts to maintain the quality of the facility. It is also necessary to set up & break down each event and restore the facility area used upon the completion of your event.**

NRS MEMBERS

Sanctuary	\$250.00
Gymnasium	\$250.00
Fellowship Hall I	\$50.00
Fellowship Hall II	\$50.00
Kitchen	\$75.00

NON – MEMBERS

Sanctuary	\$500.00
Gymnasium	\$500.00
Fellowship Hall I	\$100.00
Fellowship Hall II	\$100.00
Kitchen	\$100.00