

GOD'S GRACE COMMUNITY CHURCH
9944 West Montgomery Rd.
Houston, Texas 77088
713-290-8030
Isaac Matthews, Pastor
RENTAL AGREEMENT

Name: _____

Address: _____ Cell # _____

Worship Center \$2000 up to 2.5 hours. This includes the viewing and the funeral. (i.e. Viewing 10 am Funeral 11 am to 12:30 pm.) Any additional time over these hours will incur a cost of \$1000 per hour.

Musician and sound technician is not included in this price. You can secure your own musician. We can provide a musician for \$150. The sound technicians' price is \$100. The sound technician must be employed with God's Grace Community Church.

Food, drinks and pets are not allowed in the Worship Center at any time.
Live streaming is only by request and if the services are available.

Banquet Hall Events: \$2000 for up to 6 hours. Any additional time over these hours will incur a cost of \$500 per hour. Time begins once you enter the building. (i.e. If your caterer arrives at 10 am, your time ends at 3 pm). Preparation is calculated in your time. **Clean-up fee will be added to the cost.**

No pets are allowed in the banquet hall.

No coolers of any kind are allowed.

A professional caterer is recommended. We do not allow any cooking in the kitchen. All food must be cooked before entering the building. You are allowed to use chaffing dishes to warm your food. The oven cannot be used at any time.

All drinks can be placed in the refrigerator to keep cold.

Please bring all the utensils you will need to serve and prepare your food. God's Grace is not responsible for any utensils and or plastic/paper goods.

Reservations must be guaranteed by a major credit card for full estimated total and pay a non-refundable 20% deposit of estimated costs at the time of booking. Reservations will be cancelled after 48 hours without the before mentioned payments. Final payment is due 7 days before the event. Credit cards will incur a service charge of 2.5%. Cashiers Checks and Money Orders are also accepted.

We do not allow any materials to be put on our walls.

GENERAL LIABILITY INSURANCE: God's Grace Community Church requires that all caterers have general liability insurance naming GGCC as "additional insured" on their policy. Proof of insurance is needed one week prior to the event.

SECURITY: All scheduled events require security. The cost is based on number of event attendees and total hours. (Including 30 minutes prior to and after the event.) **# of Guests** _____

OPTION DATE: The rental contract must be signed and returned to the GGCC by the date indicated or all commitments are released and details outlined are no longer valid. **Date of Event** _____

METHODS OF PAYMENT: Credit Card (including 2.5% charge) _____
Cashier's Check/ Money Order _____

CANCELLATION: If cancellation of the entire event becomes necessary within 10 days of its schedule, the group is subject to cancellation fees equal to estimated total room and catering revenue. If cancellation becomes necessary between 15-30 days prior to the event, the group is subject to 50% of estimated total room revenue. To avoid forfeiture of cancellation fees, the GGCC must receive written notification at least 45 days prior to event date.

OTHER: The contents of the Contract meet with my approval. As an authorized representative, I consider all arrangements definite and confirmed as stated herein. Compliance with this contract is subject to acts of God, war, acts of terrorism, disaster or other emergencies beyond the reasonable control of either party.

Building Rental fee _____

Event Begin Time _____ **Event End Time** _____

Security Cost _____

Clean – up fee _____

Total Cost _____

Renter's Signature _____

God's Grace Representative Signature _____

Date _____