

# CHURCH BUILDING RENTAL AGREEMENT

17869 NW Pioneer Settlement Rd. Blountstown, Fl. 32424 850-674-2777

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

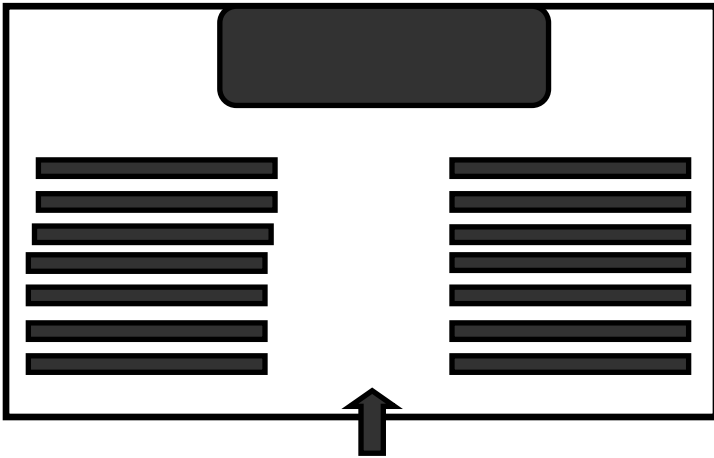
Phone: \_\_\_\_\_

Alternate phone: \_\_\_\_\_

Function: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

**Maximum capacity for church building is 85 people.**



Security Deposit Fee (non-taxable) \$25	
# of Event Hours ___ x \$75	
# of additional non-event hrs. ___ x \$20	
Sales tax @ 3.5%	
Subtotal:	
Balance Due: payable by _____	

**I have read the information provided to me and I understand my responsibility as a renter.**

Signature: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Event start time \_\_\_ CT Non-event start time \_\_\_ CT

Event end time \_\_\_ CT Non-Event end time \_\_\_ CT

**One hour before and one hour after are included in the rental price for set-up and clean-up only. If additional non-event hours are needed for set-up, clean-up, decorating, etc., they must be scheduled.**

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Renter will clean after: \_\_\_ Yes \_\_\_ No

Additional: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Security Deposit will reserve the building for your event. It is a separate payment and will be refunded after the event, provided everything is returned to the original set-up, no damages to property, and trash is removed from the Settlement. Dumpsters are located in Sam Atkins Park for your convenience.

**The Deposit may be used if you choose to leave the clean-up to staff. This must be noted on agreement prior to the event.**

Payment received: Date: \_\_\_\_\_ By: \_\_\_\_\_

Cash \_\_\_ Check # \_\_\_ Credit card: \_\_\_\_\_

Refund received : Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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*Thank you for choosing the Panhandle Pioneer Settlement for your event. We hope you enjoy your time with us.*

**RESERVATION:** Your reservation is secured when a **deposit of \$25** is received. This fee is refundable upon compliance with regulations. The **remaining balance is due 7 days prior** to the event date.,  
\_\_\_\_\_ (initial)

**RENTAL FEES:** Church is **\$75 per EVENT hour**. This is the time you will be entertaining guests, etc. This **fee includes one hour before for set-up and one hour after for clean-up**.  
\_\_\_\_\_ (Initial)

Additional set-up/clean-up **NON-EVENT hours are \$20 per hour**. This is for event preparation and clean-up, and cannot be used for your event hours. Additional hours needed must be scheduled when rental agreement is completed.

If additional hours for set-up are requested on days other than your event, regular rental rates will apply.

**DECORATION GUIDELINES: NO REMOVAL OF ITEMS FROM WALLS; DO NOT MOVE DISPLAY CASES, PIANOS, ORGANS, ETC. NO CHAIR OR TABLE REMOVAL. THIS IS MANDATORY AND WILL NOT CHANGE. IF ITEMS ARE FOUND TO BE MOVED, YOU MAY FORFEIT YOUR SECURITY DEPOSIT.**

\_\_\_\_\_ (Initial) **No nails or abrasive adhesives** can be used to hang decorations. (Command strips work well.)

Use only **dripless candles** inside buildings, **tea lights** on outside porches. Renter assumes all liability of damages from candles, including damage from waxes, fire, or personal injury.

**RENTERS CLEAN UP** **Trash must gathered and taken off the Settlement premises.** Dumpsters are conveniently located in Sam Atkins Park in the picnic area with the blue roof.  
\_\_\_\_\_ (Initial)

**Return anything that was moved to its original location.** Tables and chairs should not be moved without permission.

Floors and rugs swept thoroughly.

**PARKING** Parking is allowed inside the Settlement. Please park perpendicular to the road on the north side of the gym and in front of the clubhouse. **Handicapped parking** is located near the ramp to the gym. Vehicles may not go past the posted signs.  
\_\_\_\_\_ (Initial)

Special arrangements can be made for **transporting elderly and disabled**. Please discuss when rental agreement is completed.

**ADDITIONAL INFORMATION: DRUGS AND ALCOHOL ARE NOT PERMITTED ON THE SETTLEMENT GROUNDS**

\_\_\_\_\_ (Initial) Smoking is only allowed in the driveway of the Settlement. Use available ashtrays. Do not litter with cigarette butts.

The renter assumes responsibility for **monitoring all children**. Children may enter general store only with an adult.

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**RENTER RESPONSIBILITY CHECKLIST**    **RENTAL DATE:** \_\_\_\_\_

## **ALL AREAS OF BUILDING:**

- \_\_\_\_\_ ALL TABLES AND CHAIRS WIPED CLEAN, INCLUDING SIDES. (Where applicable)
- \_\_\_\_\_ DECORATIONS ARE SAFELY REMOVED.
- \_\_\_\_\_ FLOORS AND RUGS ARE SWEEPED—INCLUDE UNDER TABLES AND CHAIRS.
- \_\_\_\_\_ RETURN BROOM, DUST MOP AND MOP TO ORIGINAL AREA TO BE STORED.
- \_\_\_\_\_ ALL GARBAGE CANS ARE EMPTIED.
- \_\_\_\_\_ GARBAGE IS BAGGED AND TAKEN TO DUMPSTERS IN SAM ATKINS PARK.
- \_\_\_\_\_ ALL LIGHTS ARE TURNED OFF (INCLUDING OUTSIDE LIGHTS) AND ALL DOORS CLOSED.

***PLEASE INITIAL ITEMS UPON COMPLETION AND  
RETURN TO OFFICE FOR SECURITY DEPOSIT REFUND.***

OFFICE HOURS: MONDAY—FRIDAY    8AM—4PM    850-674-2777

