

# CHURCH BUILDING RENTAL AGREEMENT

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

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

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

Email: \_\_\_\_\_

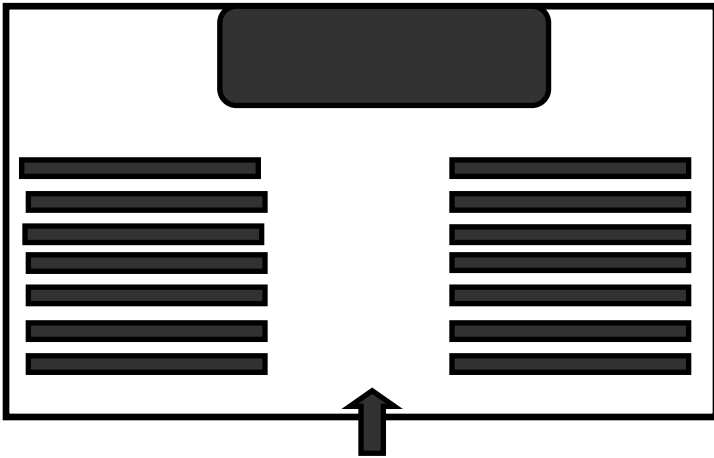
Phone: \_\_\_\_\_

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: \_\_\_\_\_

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

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 for clean-up by staff. This must be noted on agreement prior to the event.**

**Deposit received:** Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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

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

**Deposit Refund received:** Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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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.  
\_\_\_\_\_ (Initial) This **fee includes one hour before for set-up and one hour after for clean-up**.

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  
\_\_\_\_\_ (Initial) located in Sam Atkins Park in the picnic area with the blue roof.

**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  
\_\_\_\_\_ (Initial) 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.

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

