

St. PAUL A.M.E. CHURCH

EVENT AND ACTIVITY PLANNING BOOK

External



THE ST. PAUL A.M.E CHURCH

59 Court Street
Hamilton

e-mail: stpaulamebda@gmail.com

Website: www.stpaulamechruchbermuda.org

Thank you for choosing St. Paul A.M.E Church for your event. We are committed to working with you and look forward to creating a truly unique experience for you and your guests/audience.

The following is our Event Rental Agreement with a list of policies for our facilities to protect both you and our property. If you have any questions or concerns about this contract or our policies please contact us before you sign and return this booklet to us.

We will reserve the requested date for two weeks. This will allow time for you to review and return the contract with the security deposit.

We want your experience at St. Paul to go perfectly and to be a success in every way. We will do our best to accommodate any special needs or requests you may have to the best of our abilities. Do not hesitate to contact us if you have any questions, suggestions or would like to inquire about any additional ways we may be of service.

Sincerely,

Mrs. Alfreda Butler

Facilities Booking Manager

E-Mail aabutler45@yahoo.com

Phone: 441-238-0803

St. Paul A.M.E. Church
59 Court Street
Hamilton, Bermuda
(441) 292-0505
www.stpaulamechurchbermuda.org
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Event Rental Agreement

This Contract is hereby executed between
_____ ("Renter") and St. Paul A.M.E.
Church on (date) _____.

This Contract governs the terms of rental of the
_____ on (date) _____ for
the following purpose: _____

Maximum capacity allowed by the Fire Marshall 1,000*

Deposits

A security deposit of \$_____ and this signed contract is required to guarantee your date at St. Paul A.M.E. Church Office for your function. This security deposit is in addition to your rental fee and will be returned after your event and after the property has been inspected. We ask that the building and grounds be left in the same condition after your event as it was when you arrived. The cost to repair any damage caused by you or your guests or any special/additional cleaning services required as a result of your use will be deducted from your security deposit, or billed to you if the damage is over _____ (security deposit). If there is no reason to hold the security deposit it will be returned within one(1) week after your event.

*** PRE COVID**

Payments

50% of your rental fee is due one month before your event, with the final 50% due one week before your event.

Rates

Rates are negotiated with the Facilities Booking Manager.

Cancellation

100% of your deposit will be refunded if canceled 90 days prior to your event.

50% of deposit will be refunded 45 days prior to your event.

No refund of the deposit or rental fee will be issued for cancellations within 30 days of your event.

If for some unforeseen reason the event is canceled by St. Paul A.M.E. Church, all deposits and rental fees collected will be refunded 100%.

Additional Services provided with your rental will be as per your request as outlined in the Facility Usage Information Form.

Safety and Security

No keys will be provided. Someone will be present when you need to enter the building.

For the safety of your guests and staff, all events must conclude before 11:00 pm, with the facility being cleared of all guests ***no later than 11:45pm***

Children must be supervised by an adult at all times. Any damage to the property by children will be taken from the security deposit or billed to you if the amount is over \$_____ (*security deposit*).

Smoking is not permitted inside or within 10 feet of any doorway. Alcohol is ***prohibited at all times*** in or around the premises.

Open flame devices shall be permitted to be used where necessary for ceremonial or religious purposes, provided that precautions are taken to prevent ignition of any combustible

material or injury to occupants.

Parking

Parking bays located outside of Centennial Hall are unavailable Monday-Friday until after 6:00 pm and can be used with permission. St. Paul A.M.E. will not be responsible for any personal or property damage of any guest vehicles at any time.

Access to the Hall for vehicular traffic during regular business hours for **deliveries only** can be obtained from the Church Office. Parking for anything other than drop-off/pick-up during normal business hours is strictly prohibited.

At no time is **anyone** other than the Pastor allowed to park in the parking bay allocated for the Pastor's vehicle.

Facility Policies

All decorations to be used on the property must be approved by the Facilities Booking Manager.

Nothing can be nailed, taped or otherwise affixed to the exterior or interior walls, fixtures, floors or entrances. If you have wall decorations for your event, please speak with a staff member so we can find an appropriate, damage free plan to hang them.

Decorations such as glitter or confetti including, but not limited to small glass/plastic beads, birthday number cut outs, stars etc. are prohibited. Please speak with the Facilities Booking Manager about any other items not listed that you would like to have dispensed at your event.

Littering is prohibited. Trash receptacles have been provided throughout the property for the convenience of our guests. If the property is littered, you may incur a clean up fee.

St. Paul A.M.E. must have advance notice of all deliveries. We will provide an authorized person to be present for deliveries for any vendors for your event. We will not be responsible for any communications between you and your vendors. We will not be responsible for any setting up or taking down of your vendor's property.

Vendors & Caterers

Vendors and caterers using our facility or equipment are limited to that which has been noted in the facility usage information.

Set-up and Break-down

Any decorations put up *must* be taken down and discarded including, balloons, string used to tie balloons etc. during the breakdown. All garbage cans must be emptied and trash-bags taken out to the curb as directed at the end of the event.

Audio/Visual

St. Paul A.M.E. Church has a full audio/visual team that can accommodate most of your needs. If you require additional expertise or have your own technical staff, a member of St. Paul A.M.E. Audio team is still required to be present to supervise and protect the use of our equipment.

External access to our audio/visual equipment is limited and left to the discretion of the Audio/Visual Manager/Team. Use of the audio/visual team is at an additional cost that will be taken into consideration based on your requirements. ***All events exceeding three hours will incur a \$50 per hour per tech charge.***

A/V Fee Structure

	Sanctuary	Centennial Hall
Funeral	\$150	
Wedding	\$200	
Concerts	\$150	
Banquets & Receptions		\$150
Concerts/Plays		\$150
Forums/Meetings		\$150
Sound Check	\$ 50	\$ 50
Extra A/V Tech	\$ 50	\$ 50

Please review the indemnification language and acknowledge your acceptance of this contract by signing where indicated on page 6.

By signing, The Renter agrees to defend indemnify and save St. Paul A.M.E. Church, it's Pastor, Ministers, Trustees, Officers and Employees harmless from every claim, demand, loss damage, liability and expense relating to any actual or alleged injury to any person or actual alleged loss for damage to property caused by or resulting from any occurrence on the church campus in connection with this Event Rental Agreement, except those caused by the gross negligence or willful misconduct of agents and employees of St. Paul A.M.E. Church.

In addition, adult based and for profit groups will be required to include a disclaimer of any information or promotional materials related to their use of the church facility in the following form:

Notice: The _____ is independent of and not affiliated with nor sponsored by St. Paul A.M.E. Church. The views and opinions expressed by _____ therefore do not necessarily represent those of St. Paul A.M.E. Church.

By signing below, I agree that I have read and understand the terms of this Rental Agreement and agree to adhere to these requirements of St. Paul A.M.E. Church as a condition of my rental of the facility(ies).

Name: *(please print)* _____

Position: _____

Signature: _____

Date: _____

Mailing Address: _____

E-Mail Address: _____

For Office Use Only

Name *(please print)* Position

Signed on behalf of St. Paul A.M.E. Church Date



Facility Usage Form

Date: _____

Applicant Name: _____

Organization: *(If applicable)*: _____

Sponsoring Ministry *(If applicable)*: _____

Event Contact: _____

Daytime Contact Number: _____

E-mail: _____

(Facility Usage Information)

Date(s) Facility Needed: _____
(inclusive of rehearsals, decorating purposes, sound check/s, etc.)

Frequency of Event:
(Check One)

One Time

☐ Recurring
(How Often _____)

Start Time: _____

☐ End Time: _____
(Inclusive of breakdown)

Expected Number of Attendees: _____

Facility Area Requested:

(Check all that apply for this event. Please note there is additional cost for use of the kitchen.)

☐ Centennial Hall ☐ Sanctuary ☐ Kitchen

The following forms need to be completed for each facility area requested.



Centennial Hall Layout Arrangement Request Form

Centennial Hall is a multi-use facility that has an open floor plan lending itself to a variety of set up possibilities and uses

Indicate the required table-chair arrangement in the Centennial Hall for your event. Please use rectangles and circles to represent tables.

	FRONT STAGE	

80'

57'8"

8

Stage Requirements

Does your event require use of the stage? ☐ Yes ☐ No

Do you require the curtains to be closed? ☐ Yes ☐ No

Does your event require a set on stage? ☐ Yes ☐ No

Arrangement Needed

(Check all that apply to this event)

Date for Set Up: _____

Table/Chair Set Up

- Number of tables: Rectangular _____ Round _____
- Number of chairs per table _____

Head Table Set Up

- Number of people at table _____

Theatre Style

- Number of Chairs _____
- Number of Sections _____

Class Room Style

- Number of Tables _____
- Number of chairs per table _____

Break out Groups

- Number of Chairs _____
- Number of Tables _____

For Office Use Only

Event Date: _____

Event: _____

I verify that I have seen the Arrangement Request Form for this event.

Name (please print) Position

Signature Date

Program Information

(Provide a brief description of your event. Please note, this description is for set-up purposes)

Type of Event

☐ Play/Dramatics

☐ Tea/Lunch/Dinner

☐ Banquet

☐ Concert

☐ Classroom/Groups

☐ Celebration

☐ Other

For Office Use Only

Event Date: _____

Event: _____

I verify that I have seen the Layout Arrangement Request for this event.

Name *(please print)*

Position

Signature

Date



Media Services Request Form

St. Paul A.M.E. Church provide Audio and Visual Services to accommodate your event needs. If utilizing these services the A/V Team ask that you provide any music, videos, DVD, Power Point etc. a ***minimum*** of 48 hours in advance of the event to allow for sound check and other technical issues to be reviewed prior to the event. ***There is an additional fee for the technician(s).***

Event Contact: _____

E-mail Telephone #: _____

Name of Event: _____

Date of Event: _____

Media Equipment Needed

(Check all that apply to this event)

SANCTUARY:

- ☐ LCD Screen
- ☐ Microphone(s) # _____
- ☐ CD Player
- ☐ Overhead Projector
- ☐ Camera/Recording
- ☐ Video Capabilities
- ☐ Podium
- ☐ Flip Chart Easel
- ☐ Theatrical Lighting
- ☐ Piano
- ☐ Wifi
- Other _____

CENTENNIAL HALL:

- ☐ LCD Screen
- ☐ Microphone(s) # _____
- ☐ CD Player
- ☐ Overhead Projector
- ☐ Camera/Recording
- ☐ Video Capabilities
- ☐ Podium
- ☐ Flip Chart Easel
- ☐ DVD Player
- ☐ Piano
- ☐ Wifi
- Other _____

Provide a brief description of equipment requirements:

Rehearsal/Sound Check Required

If your event requires a sound check or Rehearsal Times please complete the following information:

*Rehearsal Date(s) _____ *Rehearsal Time(s) _____

Contact Person: _____

Cellular Number _____

E-mail: _____

****Please note, we will do our best to accommodate rehearsal requests, based on availability of facility(ies)/staff.***

For Office Use Only

Internal External

Event Date: _____

Event: _____

I verify that I have seen the Media Services Request for this event.

Name (please print)

Position

Signature

Date



Kitchen Facility Request Form

St. Paul A.M.E. Kitchen has two industrial ovens and a six burner industrial stove along with built in warmers. Rental use of the kitchen **does not** include use of the refrigerator/freezer for storage prior to or after your event. All food items must be removed on completion of Event. St. Paul A.M.E. is not responsible for any food, cutlery, pots, containers, utensils etc. left, forgotten or abandoned after the event.

Use of the kitchen requires complete clean up all surfaces used during the event.

For Office Use Only

Internal

External

Event Date: _____

Event: _____

I verify that I have seen the Kitchen Facility Request for this event.

Name (*please print*)

Position

Signature

Date



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