

## RENTAL AGREEMENT

### BETWEEN REBUILDING BROKEN PLACES CDC AND

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This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ for the use of the Community Meeting/Banquet Center located at the Greenleaf Vision of Faith Community Center 2105 North William Street, Goldsboro, North Carolina.

In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this agreement according to the provisions set forth herein and as set forth in the attached rental guidelines:

- The specific use of the facility for which the parties enter into this agreement is
1. \*( \_\_\_\_\_ )  
(describe activity or event)
  2. The User shall have use of the facility from: Time: \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ for a Rental fee of \_\_\_\_\_. (this price is for rental of the facility for the agreed time and date only). (Minimum 5 hrs rental)
  3. **An administrative fee of \$50 will be charged to the user if this agreement is canceled within 30 days of the scheduled event. RBPCDC has the option of charging an administrative fee of \$100.00 if contract is canceled less than thirty days from the scheduled event.**
  4. In its use of the facility, the User shall have access to the following: \*(Community Banquet Center, sound system and Community Bathrooms) Access to the kitchen is available for food serving preparation only. No cooking.
  4. Payment for use of the facility is to be made in accordance with the attached rental procedures guide.
  5. The following duties shall be the responsibility of the designated party:
    - a. Rebuilding Broken Places CDC shall provide tables, chairs, stage, and other amenities as identified in the organization's brochure.
    - b. The User shall provide all other necessary equipment, and decorations (no decorations attached to the walls or other furnishing of RBPCDC). No candle flames should be exposed. All decorations / equipment shall be removed within 2 hours after the event closes unless arrangements has been made earlier.
    - c. No rice or other objects are to be thrown in the building or on grounds
    - d. User cater will need to meet with officials of RBPCDC prior to the event to preview any arrangements the cater needs.
  6. A deposit equal to 50% of the rental price shall be provided at time of contract signing. A refundable damage fee of \$200 and the remaining 50% of the total fee is due two weeks prior to the date of the scheduled event. Your date is not guarantee until your deposit is paid in full.
  7. The User hereby agrees to indemnify and hold Rebuilding Broken Places CDC harmless from any and all liabilities arising out of its use of the facility, including, but not limited to, personal injury, property damage, court costs and attorneys' fees.

8. The User agrees to comply with all federal, state and municipal laws, rules and regulations.
9. This agreement may be modified only by written amendment executed by all parties hereto.
10. This agreement shall not be effective until approved by the Executive Director or designee as appropriate. In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

**RENTAL FEE SCHEDULE**

**NOTE:** A deposit equal to 50% of the rental price shall be provided at time of contract signing. The remaining 50% of the total fee is due two weeks prior to the date of the scheduled event. A damage fee deposit of \$200.00 is due no later than 7 days before scheduled event day.

**NOTE:** Rebuilding Broken Places will setup based on your instructions if given one week prior to your event. If instructions are not given then User will use the setup deemed best by RBPCDC. The User will not be allowed to move tables and chairs once setup is completed. The Time starts with set up and ends at conclusion of the event. The facility arrangement must be returned to its original condition. Personal items or equipment stolen, lost or damaged is not the responsibility of Rebuilding Broken Places CDC.

# of tables needed: round \_\_\_\_\_ rectangles \_\_\_\_\_  
 # of chairs \_\_\_\_\_

**NOTE:** You should request that any arrangements or agreements made outside of this contract shall be written and signed by the CEO of RBPCDC.

**Additional Charges:**

1. Additional hours ----- \$75 per hour
2. Table cloth(s) ----- \$8 per table
3. Table skirting ----- \$.50 per foot

User	Rebuilding Broken Places CDC
Phone	Phone
Amount Due \$ _____	
Amount Paid \$ _____ cash ___ check ___	
Balance Due \$ _____	Date Due by: _____
Damage Deposit Due \$ _____ (refundable after 3 days after your event)	