

## New Life Community Center Facility Rental Checklist

Complete the following information and fax to: 404-381-0500

Day/Date of event \_\_\_\_\_ Hours of event \_\_\_\_\_

Set up time: From \_\_\_\_\_ To: \_\_\_\_\_

Type/Name of Event \_\_\_\_\_

Number of guests expected \_\_\_\_\_

### Items Needed For Event. (These must be provided by the lessee.)

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Dance Floor          | <input type="checkbox"/> Music                             | <input type="checkbox"/> Round Tables |
| <input type="checkbox"/> Audio/Visual         | <input type="checkbox"/> Food/Utensils & Heating Equipment | <input type="checkbox"/> Decorations  |
| <input type="checkbox"/> Tablecloths/Skirting | <input type="checkbox"/> Garbage Bags                      |                                       |

### New Life Community Center Will Provide:

- |   |                             |               |
|---|-----------------------------|---------------|
| ✓300 chairs   | ✓20, 8ft rectangular tables | ✓Refrigerator |
| ✓Sound Speakers   | ✓Stove/ Microwave           | ✓Podium       |
| ✓Security guard (additional cost-required for events after 6pm) |                             |               |

### Conditions of rental agreement:

1. A **50% deposit** of rental fee when booking the facility. The balance of the rental fee is due 5 days before the event. Money order preferred.
2. \$100 security deposit, which will be refunded 5 to 10 days after the event, if there is no damage to the facility. Money order preferred.
3. No secular music at events held on the premises. Christian music or instrumental jazz music only.
4. No consumption of alcoholic beverages on the premises.
5. Absolutely no smoking, drugs, profanity or lude behavior permitted on the premises.
6. Lessee is responsible for garbage **disposal, clean up, including disposal and removal of all items in the refrigerator.**
7. Lessee must ensure that all rented equipment is returned in good condition to vendors following the event. New Life Community Center will not be held responsible to any third party for broken equipment or items.

**For more information call 404-381-6731**

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