



New Life Church & Community Center

3592 Flat Shoals Road – Decatur, GA 30034

Phone: 770-322-6262 - Fax:770-322-0554



Event Lease Agreement

Complete the following information and return to New Life Administrative office or fax to: 770-322-0554

Contact Name: _____ Organization _____ Phone: _____

Day/Date of event _____ Hours of event _____ Set up time: From _____ To: _____

Rehearsal Day/Date _____ Hours of rehearsal/setup _____ Set up time: From _____ To: _____

Type/Name of Event _____ Brief description of the event _____

Number of guests expected _____ Will this event be advertised ___yes ___no Will A/V equipment be required ___yes ___no

For Public events; please provide a copy of your advertisement for pre-approval.

The following items for the event **must be provided by the lessee:** Music Round Tables Food/Utensils & Heating Equipment Decorations Tablecloths/Skirting

The lessor will provide any of the following items for the event: Chairs / Seating 8ft Banquet Tables or Conference Tables Podium Stage Audio/Visual Equipment

Community Center Banquet Hall A – Seating Capacity 300 with single chairs 160 with tables and chairs

Community Center Banquet Hall B – Seating Capacity 125 with single 75 with tables and chairs

Conditions of rental agreement:

- New Life Church’s Sanctuary rental fee is (members \$775.00) – (non-member’s \$975.00)** for up to 5 hours. There will be a \$100.00 per hr. charge for every hour or part thereof the event extends beyond four hours. Based on the agreed upon time, the cost of your engagement will be: _____ (one-hour set-up time is allowed before the event). **Use of the Church Sanctuary by any group or individual is at the discretion of the Church Administrator.**
- New Life Church’s Narthex rental fee is \$685.00** for up to 4 hours. There will be a \$50.00 per hr. charge for every hour or part thereof the event extends beyond four hours. Based on the agreed upon time, the cost of your engagement will be: _____ (one-hour set-up time is allowed before the event)
- New Life Community Center Banquet Hall A rental fee is \$575.00** for up to 4 hours. There will be a \$100.00 per hr. charge for every hour or part thereof the event extends beyond four hours. Based on the agreed upon time, the cost of your engagement will be: _____ (one-hour set-up time is allowed before the event).
- New Life Community Center Banquet Hall B rental fee is \$325.00** for up to 4 hours. There will be a \$100.00 per hr. charge for every hour or part thereof the event extends beyond four hours. Based on the agreed upon time, the cost of your engagement will be: _____ (one-hour set-up time is allowed before the event).

5. **New Life Community Center Banquet Hall A & B combined rental fee is \$650.00** for up to 4 hours. There will be a \$100.00 per hr. charge for every hour or part thereof the event extends beyond four hours. Based on the agreed upon time, the cost of your engagement will be: _____ (one-hour set-up time is allowed before the event).
6. **There will be a \$100.00 per hr. charge for every hour** or part thereof that your event is over its scheduled time. All persons must leave the premise by the scheduled time.
7. **A \$200.00 deposit of the rental fee is due at booking.** The balance of the rental fee is due 10 days before the event. Checks or money orders are to be made out to: **New Life Church.** (If event cancellation occurs less than five business days prior to the event date; lessee will forfeit 50% of rental deposit.)
8. **\$150.00 cleaning deposit is required when your contract is returned.** This cleaning deposit will be refunded 5 to 10 days after the event, **contingent upon there being neither debris nor damage to the facility.** (If event cancellation occurs the cleaning deposit will be returned.)
9. **Security Must Be Present For All Events and Will Be Provided Via New Life Church.** Hourly rate is \$ 35 per hour with a four hour minimum charge billed along with any other fees, etc. for the event.
10. No secular music at events held on the premises. *Christian music or instrumental jazz music only.*
11. No sales of any kind are allowed on the premise without advance written approval.
12. Pre approval of all advertisement for the event is required.
13. No consumption of alcoholic beverages on the premises.
14. Absolutely no smoking, drugs, profanity, lude behavior permitted on the premises.
15. For Banquet Hall use, the Lessee is responsible for basic **garbage disposal and clean up of any materials brought in by bagging garbage and placing by exit.**
16. Lessee must ensure that all rented equipment is returned in good condition to vendors following the event and must not be left in the building or on the premises. New Life Church & Community Center will not be held responsible to any third party for broken or missing equipment or items.
17. Lessee must comply with the laws, orders, rules, and requirements of governmental authorities and insurance companies, which have issued or about the issue policies covering this building and grounds and/or its contents.
18. Lessee agrees to maintain the property in good condition as it was at the start of the lease. Lessee must pay for all repairs, replacement and damages caused by the act of or neglect of the lessee or the lessee's guest.
19. **This contract is not finalized until all parties have signed and all monies received in full.**
20. New Life Church & Community Center may terminate this contract upon breach by lessee of lessee's obligations and upon termination or expiration of the contract. Also, New Life management reserves the rights to immediately remove from New Life Church & Community Center property, Lessee and all persons admitted by lessee, should the terms of any portion of this agreement be breached.
21. By signing this agreement, New Life Church & Community Center shall not be held liable for failure to carry out such arrangements including function room availability if such failure is caused by fire, strikes, acts of God, or other conditions beyond the reasonable control of New Life Church & Community Center New Life Church & Community Center and its operators.
22. **By signing this agreement, Lessee agrees to hold harmless any and all liability, or claims of liability, for damage to or loss of property or for bodily or personal injury (including death) of Lessee or of any other person admitted to New Life Church & Community Center by Lessee, except for liability for bodily or personal injury caused by the sole negligent or wrongful act of New Life Church.**
23. New Life Church & Community Center is not responsible for any property left on the premises by the lessee.
24. Validity of lease. If a clause or provision of this lease is legally invalid, the rest of this lease will remain in effect.
25. All the promises New Life Church & Community Center has made are contained in this written lease. This lease can only be changed by agreement in writing signed by both the lessee and New Life Church and attached herein.

Signed: _____ (Lessee) Signed: _____ (Lessor)



New Life COMMUNITY CENTER

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Ph: 770-322-6262 Fax: 770-322-0554



Multi-Purpose Building Rental for Family & Business Events

- Family Reunions
- Weddings
- Anniversaries
- Business Meetings
- Graduation Parties
- Birthday Parties
- Holiday Gatherings
- Workshops and Conferences

New Life Church & Community Center provides the following amenities:

- Convenient location between I-20 and I-285
- 11,000 square foot facility
- Choice of on-campus locations
- Accommodation for 300 - 1000 people
- Large stage
- Ample parking

