



FACILITY RENTAL AGREEMENT	
Section 1: Rental Information	
Organization/Individual Name:	
Primary Contact:	
Phone:	Email:
Address:	
Section 2: Event Information	
Event Name:	
Event Date:	Event Start Time:
Type of Event:	Event End Time:
	Set-Up Time:
Expected Attendance:	Break-Down Time:
Section 3: Facility Request	
Please select the space(s) requested:	☐ Empowerment Hall (Maximum Capacity: 100)
	☐ Conference Room (Maximum Capacity: 8)
	☐ Other:
Section 4: Rental Fees	
Rental fees are based on the current BEWC Facility Rental Schedule.	
Empowerment Hall:	
Weekday Half Day: \$800	Weekday Full Day: \$1,600
Weekend Half Day: \$900	Weekend Full Day: \$1,800
Conference Room:	
Weekday Half Day: \$250	Weekday Full Day: \$500
Weekend Half Day: \$350	Weekend Full Day: \$700
Additional fees may apply for staffing, security, equipment, cleaning, and special event requirements.	



Section 5: Additional Services

Please indicate requested services:

- | | |
|--|---|
| ☐ Audio/Visual Equipment Package (\$250)
☐ Cleaning Staff (\$50/hour/person)
☐ Security Personnel (\$50/hour/person)
(Required for certain events) | ☐ Extra Set-up Time (\$100/hour)
☐ Event Coordinator (\$75/hour)
☐ Upgraded Chairs (\$5/chair) |
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Section 6: Payment Terms

- 6.1 A signed Rental Agreement and non-refundable reservation deposit of 25% are required to secure the event date.
- 6.2 The remaining balance must be paid no later than fourteen (14) days prior to the event.
- 6.3 Events booked within fourteen (14) days of the event date must be paid in full at the time of booking.
- 6.4 BEWC reserves the right to cancel reservations for non-payment.

Section 7: Security Deposit

7.1 A refundable security deposit of **\$500 for community and nonprofit events** and **\$1,000 for private social events** is required. The security deposit is separate from rental fees.

The deposit will be returned within thirty (30) days following the event provided:

- No damage occurs to the facility.
- No excessive cleaning is required.
- No overtime charges are incurred.
- All terms of this Agreement are followed.

Any damages or additional costs will be deducted from the deposit.

Section 8: Rental Period and Facility Use

- 8.1 All set-up, decorating, event activities, cleanup, and breakdown must occur within the contracted rental period. Additional rental time must be reserved and paid for in advance.
- 8.2 Private events, including weddings, receptions, birthday celebrations, anniversaries, reunions, and similar social gatherings, may be scheduled until 11:00 PM. All guests must depart by 11:00 PM, and all vendors, caterers, entertainers, and event personnel must complete breakdown and exit the facility no later than 12:00 Midnight.
- 8.3 Community meetings, workshops, trainings, and nonprofit events are generally expected to conclude during normal operating hours unless otherwise approved by BEWC.
- 8.4 The facility must be returned to the same condition in which it was received. The renter is responsible for ensuring that all decorations, equipment, catering materials, and personal property are removed from the premises at the conclusion of the rental period.

Section 9: Reservations and Payment

9.1 Reservations may be requested up to 366 days in advance of the event date. A completed Rental Agreement, Event Application, and required security deposit must be submitted within ten (10) business days of receiving a tentative reservation hold.

9.2 A refundable security deposit of **\$500 for community and nonprofit events** and **\$1,000 for private social events** is required to secure the reservation.

9.3 The remaining rental balance is due no later than fourteen (14) days prior to the event date unless otherwise approved by BEWC. Reservations made within fourteen (14) days of the event must be paid in full at the time of booking.

9.4 Payments may be made by credit card, cashier's check, money order, or other payment methods approved by BEWC.

Section 10: Event Responsibilities

10.1 The Renter agrees to:

- Use the facility only for the approved purpose.
- Comply with all federal, state, and local laws.
- Comply with all BEWC policies and staff instructions.
- Supervise all guests and vendors.
- Leave the facility in the same condition in which it was received. (No wall hanging allowed)
- Remove all decorations, materials, and personal property immediately following the event.

Section 11: Food and Beverages

11.1 The Renter may provide food and beverages or utilize a licensed caterer.

11.2 The Renter is responsible for:

- Food service compliance.
- Cleanup of all food and beverage areas.
- Removal of all trash generated by the event.

11.3 Alcohol is not allowed in the building.

Section 12: Prohibited Activities

12.1 The following are prohibited:

- Illegal activities.
- Smoking or vaping inside the facility.
- Fireworks, pyrotechnics, or open flames.
- Weapons.
- Hazardous materials.
- Activities that create excessive noise or disrupt neighboring properties.
- Altering or damaging walls, floors, furniture, fixtures, or equipment.

12.2 BEWC reserves the right to immediately terminate any event that violates these provisions.

Section 13: Insurance

13.1 BEWC may require proof of General Liability Insurance for events exceeding 50 attendees and events deemed higher risk.

13.2 If needed, BEWC must be listed as an Additional Insured.

Section 14: Cancellation Policy

14.1 In the event of cancellation the following costs apply:

- More than 30 days before event: Refund of all payments except reservation deposit.
- 15–30 days before event: 50% refund of payments received.
- 14 days or less before event: No refund.

14.2 BEWC reserves the right to reschedule events due to emergencies, public safety concerns, weather-related closures, or circumstances beyond its control.

Section 15: Photography and Marketing

15.1 BEWC may photograph or record public events for promotional and marketing purposes.

15.2 If the Renter does not wish to be included in promotional materials, written notice must be provided prior to the event.

Section 16: Indemnification

The Renter agrees to indemnify and hold harmless Bethel Empowerment and Wellness Center, its officers, board members, employees, volunteers, and agents from any claims, damages, losses, liabilities, or expenses arising from the use of the facility by the Renter, guests, vendors, or invitees.



Section 17: AGREEMENT

By signing below, the parties acknowledge that they have read, understand, and agree to the terms of this Facility Rental Agreement.

Renter	Name:
	Signature:
	Date:
Bethel Empowerment and Wellness Center	Authorized Representative:
	Signature:
	Date: