

Rental Agreement

The St. John Association Building

17160 Plant Road

Post Office Box 2181

Laurinburg, North Carolina 28352

Renter _____ Date of Event _____

Type of Event _____ Start Time _____

Rental

A non-refundable deposit of one-half of the Rental agreement is due thirty days after booking, with the remainder to be paid two weeks prior to the event date. Deposits not received on time will automatically result in your being removed from the books.

Make checks payable to St. John Association Building and mail to 3527 June Rd, Sanford NC, 28332

Liability

The St. John Association Building is a smoke-free facility and we reserve the right to inspect and monitor all functions. Liability for damages to the premises will be charged to the Renter. In as much as The St. John Association will not assume responsibility of the Renter to maintain control of children — please do not let children run free without any supervision.

Wedding & Receptions

It is the Renter's responsibility to coordinate the arrival of vendors. Vendors may include the florist/decorator, DJ, photographer, caterer and others. Please use your time wisely and conduct your business in a professional manner.

Event

All candles shall sit in a holder to prevent wax from dripping on chairs, tables, carpet, etc. . . . Should renter fail to contain candle wax, there will be a \$ 25.00 charge per table to replace destroyed linens and wax from tables. We do not allow birdseeds or rice to be thrown inside of the Association Building. Confetti or similar items cannot be placed on tables. The Removal of All Food and Garbage from the Kitchen and Ballroom is the Responsibility of the Renter. A Dumpster is located outside of the kitchen door for your convenience. The kitchen is to be left clean — no exceptions.

Coolers

All cold beverages must be placed in coolers — please no tubs, buckets, barrels or any similar items that will generate moisture and ruin the carpet.

Electrical Cookers

There will be a \$ 75.00 charge for all caterers using electrical cookers.

Items Brought onto The Premises

Dishes, Prayer Benches, Televisions, various other items are to be removed from the premises at the conclusion of the event — no exceptions.

No signs shall be posted on walls or ceilings. Please bring your stands, tripods, etc. To display your items

Rental — Check Items Needed

_____	Banquet Room plus one side room 5 hours	\$ 1,000.00
_____	Banquet Room plus both side room 5 hours	\$ 1,200.00
_____	Banquet Room plus one side room 8 hours	\$ 1,600.00
_____	Banquet Room plus both side room 8 hours	\$ 1,800.00
_____	Banquet Room plus one side room 12 hours	\$ 2,400.00
_____	Banquet Room plus both side room 12 hours	\$ 2,600.00
_____	Each additional hour needed	\$ 200.00

Rental time is summarized in the following Rental Hours. We realize that additional hours maybe needed on various occasions. These hours may be purchase at a cost of \$ 200.00 each hour. All events and clean ups must be out of the building no later than 1:00 AM. Set up: Two (2) hours prior to the event

Clean up: Two (2) hours after the event

Event: Eight (8) hours

It is imperative that the Renter informs the caterer of the time constraints. The hours outlined above will be strictly enforced. Hours exceeding the hours listed above will be billed at \$200.00 each hour.

Information in this contract is the Renter's responsibility to share with those persons that have been hired for this event. I understand that The St. John Association is not liable for theft, injury or death resulting from this event. I further understand these policies and take full responsibility for this event.

Please sign and return a copy of this contract with your non- refundable deposit/ h of the package chosen within thirty days of booking The St. John Association Building. We appreciate your business and look forward to serving you in the future.

Signature of Renter

..... Date

The St. John Association Building

..... Date

Revision Date 12/31/2016