



**Rental Agreement Fellowship Hall**

Client Name \_\_\_\_\_

Clients Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ Security Code \_\_\_\_\_

Room Rental Fee + \$300 Deposit Required \_\_\_\_\_ (Non Refundable)

WITNESSETH that for and in consideration of the covenants and agreements herein contained, Lessee does hereby lease from the Lessor, Fellowship Hall & Cedar Creek Catering the conditions hereinafter set forth

1. Lessee acknowledges that he/she is familiar with and understands the rules and regulations of Fellowship Hall and also agrees to be responsible for all guests in attendance observing all of the rules and regulations of Lessor.
2. Lessee further agrees that he/she will be in attendance at the function and supervise and require Lessee's guests to adhere to the rules and regulations.
3. It will be the responsibility of Lessee to inspect the Ballroom before the affair to determine that the condition of the building meets Lessee's requirements and to assure the safe protection of all persons using the building by acquainting himself/herself with the fire exits, emergency lighting system, building occupancy standards and lavatory facilities.
4. Lessee's use of the leased premises shall be deemed to be a waiver of any defects or conditions existing on the leased property and Lessee's assumption of responsibility to warn and protect Lessee and the Lessee's guests from any defects or conditions on the leased premises.
5. Lessor assumes no responsibility for Lessee or guests using facility.
6. Along with this signed contract between Fellowship Hall & Cedar Creek Catering and the Lessee, a \$300 deposit is required to lock in your date & hall reservation. If the reservation is canceled, the Lessee has the option to apply forfeited deposit to another available date within one calendar year.
7. In the event that your affair must be cancelled by the Lessor due to fire, acts of God or any other unforeseen circumstances, all monies on deposit will be returned and neither Cedar Creek Catering nor Fellowship Hall will have any further obligations.
8. Lessee agrees to pay for any damages to the Ballroom caused by guests at said affair. This will be charged to your credit card on file.
9. Lessee agrees that any bartender who is an employee of Cedar Creek Catering retains the right to cut off or flag any guests from the bar (as a result of having too much to drink) at any time. The bartender also retains the right to card anyone who appears to be underage of 25 years old and to not allow anyone who appears underage or who does not have valid ID to be served alcoholic beverages. Bartender must be an employee of Cedar Creek Catering.
10. No Alcohol is allowed outside of Fellowship Hall at any time. Alcohol is only permitted within the banquet facility. Cedar Creek Staff has the right to terminate the serving of alcohol to any person at any time.

**Please Initial**

The Lessee understands that they will provide all alcoholic beverages and it is their responsibility for guest actions due to excessive consumption of alcoholic beverages, Beer in Kegs Not permitted. They are also responsible to not allow anyone under the age of 21 to consume any alcoholic beverages. It is the responsibility

## Cedar Creek Catering at Fellowship Hall

of the Lessee to not allow anyone who is under the influence of alcohol to drive after said affair.

### **Rental Agreement Fellowship Hall**

1. Lessee agrees that the maximum capacity of Fellowship Hall is 200 guests by order of the fire marshal and at no time should the Hall exceed this amount of persons.
2. Decorations are limited to the guest table & caterer tables, confetti or anything like is NOT Permitted, Tacking, taping or nailing decorations to the walls or ceiling is strictly prohibited, You may bring in Freestanding Props .
3. No Smoking is permitted inside of the building. There is a designated smoking area that will be shown to the Lessee.
4. All loud music must stop by 11:30pm.
5. Lessee shall be responsible for security to protect persons and property. If, during the function for which this agreement applies, any local, state or federal laws or ordinances, including ordinances prohibiting disorderly conduct are being violated by Lessee or guests the Lessor may require that premises be immediately vacated and Lessee from being granted future use, as well as cancellation of existing agreement for future dates.
6. Lessor is not responsible for vehicles, personal property or any nature, or any other items brought onto the property.
7. Lessee hereby releases Lessor from all responsibility and assumes all liability in any action for damages, which may arise from and kind of injury to anyone, or damage to property by and on account of the use or misuse of the leased premises.
8. Final guest count is due 5 days prior to your affair. Final payment is due the day of your affair. Final food selections are due at least 7 days prior to your affair and can be emailed to [fellowshiphall@yahoo.com](mailto:fellowshiphall@yahoo.com).

#### **Please Initial**

\_\_\_\_\_ If you will be providing anything such as centerpieces, place cards, favors, balloons, pictures, stereo equipment/ DJ, beer or wine. Please advise the Fellowship Hall Events Manager.

\_\_\_\_\_ We ask that nothing be affixed to the walls or column structures. Decorations, such as balloons may be placed on the guests tables as well as the service tables.

\_\_\_\_\_ NO glitter, shredded paper, or confetti type decoration are permitted. (An additional \$100 clean up charge will be charged if tables and floor are strewn with litter).

\_\_\_\_\_ For Insurance purposes guests are not permitted in the kitchen.

As mentioned above it is imperative that we be advised of anything that you are bringing or having delivered to the ballroom. This will allow us to have the proper equipment and the time that we may need to accommodate you. If changes or requests are made at the time of the function, we reserve the right to deny them or fulfill them after our contracted services have been performed.

**I have read this document and initialed the above and fully agree to all of its contents.**

Lessee: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

Date of Event: \_\_\_\_\_

**Credit Card payments may be made in person or over the phone or through our quickbooks emailed invoice.  
Doc u sign or Mail agreement to Cedar Creek Catering 350 W State St Media Pa, 19063**