

CHURCH OF CHRIST OF WEST ORANGE

1450 Daniels Road
Winter Garden, FL 34787
Office: (407) 656- 2770
Fax: (407) 656- 0020

Facilities Rental Information

Rental Rates and Fees:

Auditorium	\$150 hour
Odom Hall	\$150 hour
Classrooms	\$50 hour

Refundable Booking & Damage Fee \$300

Hours of Operation:

Monday-Thursday: 9:00am- 10:00pm
Friday & Saturday: 9:00am- 11:00pm

Odom Hall Specifics:

Seating and tables available for 200 people
2,000 square feet hall with serving kitchen
refrigerator, microwave and ice machine

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Church Rental Policies and Contract

Applicant Information:

Renter: _____

Mailing Address: _____

Phone Number: _____ E-Mail: _____

Event Information:

Date Requested: _____

Type of Event: _____ Number of Guests: _____

Hours of Operation:

Monday-Thursday: any consecutive hours between 9:00am- 10:00pm (2-hour minimum)

Friday & Saturday: any consecutive hours between 9:00am- 11:00pm (4-hour minimum)

Note: An increment of an hour is billed at a full hour, not pro rata.

Requested Rental Hours:

Event Start Time: _____ Event End Time: _____ plus 1 hour for clean-up

Church Rental Policies and Contract

Read carefully and completely! Please initial next to each item, indicating that you have read and agree to comply with each policy.

_____ **Alcohol /Tobacco Policy**

When these facilities are used by any group or individuals, no smoking or the consumption of alcoholic beverages (in any form or amount) will be permitted. **Violators risk immediate termination of the event.**

_____ **Damage/Injury Policy**

Renter is solely responsible for damages, any and all accidents, or injuries to persons or property resulting from renter's use of the building. Renter shall pay costs resulting from said accident or injuries. Renter shall indemnify and hold the COCOWO, its employees, agents, officials and contractors harmless from and against any and all claim, including, without limitation, attorney's fees (whether incurred before, during, or after trial, or upon any appellate level) arising from the renter's use of the facility.

_____ **Rental Guidelines**

The renter is responsible for setup and clean-up of the event. The closing times stated on the contract mean that any music and activity is to be stopped and clean-up must begin. Clean-up is to be finished within 1 hour of the closing time. You and your vendors will only have access to the facility during the hours you have indicated on the contract, there are no free hours given for setup or decoration. There is a free hour given afterward for cleanup and teardown. All items brought into the facility must be removed from the premises by the end of your scheduled clean-up time. All items left in the facility after your rental time will be disposed of.

_____ **Decoration Policy**

All decorations must be of free standing style. No thumb tacks, nails, paper clips, push pins, staples, or tape (of any kind) may be used on the floors, walls, windows, ceiling, or doors. Immediately after the event, take with you the decorations that were used.

_____ **Clean-up Policy**

It is the responsibility of the renter to make sure the facility is cleaned. If the facility is not cleaned within the time provided (1 hour after event end time), the renter agrees to forfeit the booking and damage fee plus pay additional fees as needed to restore cleanliness to the facility. Tables must be wiped off and taken down, chairs stacked up, floor sweep and all trash (can liners must be used in all trash receptacles) disposed of in the dumpster on the property.

Church Rental Policies and Contract

Read carefully and completely! Please initial next to each item, indicating that you have read and agree to comply with each policy.

_____ **Payment Schedule**

- \$300 booking and damage deposit is due at signing of contract to secure rental date. (This is refundable if no damages are incurred; rules are followed under the conditions of this contract, and no additional clean up is required.)
- Half of the total balance is due 90 days prior to the scheduled event.
- The total balance is due 30 days prior to the scheduled event.

_____ **Cancellation policy**

All cancellations are to be made in writing and in person by the applicant only at the church office. Refund schedule for cancellations-

<u>Days Prior to Event</u>	<u>Charges</u>
61-90 Days	\$50.00
31-60 Days	\$100.00
0-30 Days	\$300.00

By signing this agreement I acknowledge that I have read and fully understand the policies and regulations regarding my rental as outlined in the Church of Christ Policies and Contract. By signing below I agree to abide by these policies. If there is any deviation from the terms and conditions set forth in this contract by me or someone in my party, I understand that I risk all or part of my deposit. I also understand that if damage exceeds the amount of my deposit, I will be charged any additional fees.

Signature of Applicant

Date Signed

Printed Name of Applicant

Church Representative

Financial Statement

Name: _____ Rental Date: _____

Rental Hours: _____ @ _____

_____ @ _____

Booking & Damage Fee: _____

Payment Schedule:

	Date Paid	Amount	Check#
Amount Paid at Contract Origination:	_____	_____	_____
90 Days Prior to Event Payment	_____	_____	_____
Final Payment (Due 30 days prior to event)	_____	_____	_____

Available Furniture

Description	Size	Qty.
Table – Round (22)	5 ft. in Diameter	
Table – Rectangular (6)	6 ft. x 30 inches	
Table – Rectangular (15)	8 ft. x 30 inches	
Chairs (200)	Padded Banquet Chairs	