



Connecting your heart, mind, body and soul

100 LEXINGTON STREET, Birmingham, AL 35224  
 P.O. Box 8040, Birmingham, AL 35218  
 205-380-2990/ fax: 205-380-8651

## Banquet/Meeting Room Rental Agreement

### EVENT INFO

Date(s) of Function:		
Event Name:		Estimated # of Guests: ____
Time of Function: (start)		(end)
Group/Entity Name:		Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name:		Contact E-mail:
Mailing Address:		
Telephone Number:		
Fax Number:		

### RENTAL AGREEMENT

This agreement is between \_\_\_\_\_, hereinafter referred to as "Renter," and The Bridge, LLC, hereinafter referred to as "The Bridge." It is expressly understood that no one may rent facilities at The Bridge until and unless in compliance with the terms hereof.

***This document is to be used in conjunction with the Fee Schedule and the Event Order/Banquet Check agreement.***

### Fee Schedule

The Bridge agrees to rent \_\_\_\_\_ to \_\_\_\_\_ for the Event specified under the Event Information portion of this rental agreement, for the amount shown below.

Description	Unit Price	Total	Notes
<b>Grand TOTAL</b>			

A deposit of \$\_\_\_\_\_, is required to secure the event. \*\*Final payment for this event is due 2 weeks prior to the event date.



Connecting your heart, mind, body and soul

100 LEXINGTON STREET, Birmingham, AL 35224  
P.O. Box 8040, Birmingham, AL 35218  
205-380-2990/ fax: 205-380-8651

### **TERMS OF THIS AGREEMENT:**

#### **RENTAL:**

The Bridge rooms are available for dances, receptions, dinners, parties, conferences, conventions, trade shows and group meetings to members of Faith Chapel Christian Center and the community. All rooms for purposes of meetings will be made available for fee rentals, so long as such space is not needed for Faith Chapel Christian Center programs or related activities.

Rooms shall not be rented out to groups if the nature of the use is such that it could increase the risk of liability to The Bridge, LLC in the event of injury to third persons. Rooms shall not be rented out to groups or organizations wherein there exists the possibility of unreasonable conflicts, excessive noise or disturbance to other Bridge users and staff. Rentals are subject to the approval of the Administration, and/or Board of Directors depending upon the particular usage for which the renter plans to use the facility and shall not exceed 30-day commitments by The Bridge, but may be renewed.

**INSURANCE:** Both parties shall obtain and maintain in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. This policy also applies to anyone you hire to work inside The Bridge including caterers, kitchen help, paid decorators, photographers, DJ's, bands, and all entertainers. A Certificate of Insurance must be on file with the Program Coordinator no later than **two weeks** before the event.

**ROOMS:** The accommodation capacity of each room is listed on the attached floor plan layout sheet. The fee is based on a set use time, which includes set-up and clean-up time, and the number of tables, chairs and other items as specified on the **Event Order/Banquet Check**.

Unless previously agreed upon by Bridge Staff, or specified in your wedding or reception package, groups will have 30-minutes of setup and teardown time, unless authorization is given for additional time, based on room availability.

***If the event exceeds the terms of the rental contract, the Renter will be charged the hourly rental rate and staff over time charges.***

**CATERER CONDITIONS:** When using an outside catering service (or a caterer that is not on The Bridge's Preferred Caterer list), professional caterers who work inside The Bridge (not dropping off food) must sign a separate catering contract in order to utilize The Bridge kitchen facilities. Caterers must meet with the Kitchen Manager and comply with the Caterer's Contract requirements including a valid Food Establishment permit, and the possession of \$1,000,000 General Liability insurance.

**LINEN:** Linen may be rented through the Program Coordinator or can be provided by the Caterer or a decorator.



Connecting your heart, mind, body and soul

100 LEXINGTON STREET, Birmingham, AL 35224  
P.O. Box 8040, Birmingham, AL 35218  
205-380-2990/ fax: 205-380-8651

**DECORATIONS:** No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the meeting room walls, furniture or carpet. In the event that proper authorization is not received and damage results, the cost of repair and/or replacement will be billed to you. Renter is responsible for installing and removing all decorations during the designated times. Candles in approved candleholders are permitted. Renters should familiarize themselves with fire extinguisher locations. Helium balloons are OK provided they are not let loose. Please tie them securely to something stationary. Due to the high ceiling structure of The Bridge, there will be a **\$10 per balloon** removal charge if let loose in The Bridge facility.

**EQUIPMENT:** The Bridge has media equipment available for rent: TV/VCR, projection screen, overhead projector, easels, etc. Renters must reserve the equipment 30 days in advance. Please see the attached list and fee schedule for more details.

**EQUIPMENT RENTALS FROM OUTSIDE COMPANIES:** The Bridge assumes no responsibility for any rental equipment. Rental equipment must be delivered and picked up on the day of the event, unless special arrangements have been made. The Bridge will not accept delivery without prior arrangements through the Bridge Facilities staff.

**CUSTODIAL SERVICES:** The Bridge Maintenance staff will set up and take down tables and chairs and will be on the premises during the event. Renter will make all arrangements for room set up and staff support during the event with the Program Coordinator prior to the event date.

**MUSIC POLICY:** Music groups and DJ.'s must set up before the event and break down immediately following the event. If utilizing equipment other than that supplied or rented through The Bridge, musicians must supply all of their own equipment: extension cords, amplifiers, microphones, speakers, etc., and are responsible for moving their equipment on and off The Bridge premises. The Bridge is not responsible for instruments/ equipment left on the premises before or after the event.

*No music containing foul, offensive or sexually explicit language will be allowed at The Bridge. It is the responsibility of the renter to ensure that all music played by hired DJ's or musicians is consistent with the values and standards of The Bridge.*

**ELECTRICAL REQUIREMENTS:** Power requirements for The Bridge must be handled by The Bridge's in-house electrical provider. Additional costs will be charged to the group based on the necessary power requirements needed. Arrangements can be made through your Sales/Program Coordinator.

**PARKING:** Use of The Bridge parking lot is included in the facility rental. The Bridge is not responsible for tickets incurred by guests parking in "No Parking" areas. Overflow parking is available in the Faith Chapel Christian Center sanctuary parking lot. This can be requested through the Facility Services Coordinator but is subject to availability.



Connecting your heart, mind, body and soul

100 LEXINGTON STREET, Birmingham, AL 35224  
P.O. Box 8040, Birmingham, AL 35218  
205-380-2990/ fax: 205-380-8651

**COMPLIANCE WITH POLICIES & PROCEDURES:** Groups and individuals who use the meeting rooms are guests of The Bridge, LLC, and use of the space should reflect that understanding. You agree to comply with all applicable qualifications, rules, policies and procedures as determined by The Bridge, LLC Administration, and all federal and state laws and standards. You may obtain a full copy of all Bridge policies and procedures from the front desk, or we will forward a copy to you electronically.

**SMOKING/ALCHOL & RESTRICTIONS:** The Bridge is a non-smoking facility, including The Bridge parking lot and grounds. All renters are expected to follow this policy and inform and monitor their guests to ensure the policy is being adhered to. The serving or consumption of alcoholic beverages is **strictly prohibited** in The Bridge facilities or on The Bridge property.

**TEENAGE EVENTS:** Any event where the primary age of the participants is under 19 is required to have 3 adult chaperones with an additional chaperone for every 15 participants over 30 in attendance.

**PET POLICY:** No pets are allowed on the Bridge premises, except for assistance dogs.

**TOURS/ FACILITY ACCESS:** Tours of The Bridge facility are not included in the rental agreement. Due to safety/liability issues, the renter and guests of the renter shall only occupy the rooms they have rented, with exception of the lobby (Tower Center) entrance area and designated restrooms. If you would like to schedule a tour of The Bridge, please contact the Bridge front desk during normal business hours.

**DEPOSIT AND CANCELLATION POLICY:** A 50% deposit and a signed contract are required to reserve your event. The final balance is due 30 days prior to the scheduled date. Should an event be cancelled six (6) months or more prior to the event date, your deposit may be refunded. For cancellations made less than six months prior to the event date, the following deposit refund schedule will apply:

<b>150 days prior to event:</b>	<b>One quarter (25%) of initial deposit nonrefundable</b>
<b>120 days prior to event:</b>	<b>One quarter (50%) of initial deposit nonrefundable</b>
<b>90 days prior to event:</b>	<b>One half (100%) of initial deposit nonrefundable</b>

**No refunds will be made when the event is canceled by The Bridge due to the CLIENT's non-compliance with the terms and conditions of this rental agreement.**

**GUARANTEES:** Attendance must be definitely specified and communicated to The Bridge by 11:00am seventy-two (72) hours in advance. This number will be considered a guarantee, not subject to reduction and charges will be made accordingly. The Bridge cannot be responsible for identical services to more than five percent over the guarantee for parties up to 300. Guarantees for Saturday and Monday are due by 12:00pm the preceding Wednesday. If a guarantee is not given to The Bridge by 11:00am on the date it is due, the lower number on the Banquet Event Order will automatically become the guarantee.

**RETURNED CHECKS.** A fee of \$35.00 will be charged on each check that is returned for Non-Sufficient Funds.



*Connecting your heart, mind, body and soul*

100 LEXINGTON STREET, Birmingham, AL 35224  
P.O. Box 8040, Birmingham, AL 35218  
205-380-2990/ fax: 205-380-8651

**PERSONAL PROPERTY:** The Bridge will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

**DAMAGE DEPOSIT/ RESPONSIBILITY FOR DAMAGES:** A \$200 **refundable** damage deposit is required to secure all facility rentals at The Bridge; however, the party and/or authorized representatives will be responsible for **any** damages done to the facility during the period of rental, including outside vendors, contractors, and attendees. If repairs or replacement costs exceed the amount of the damage deposit, you will be responsible for the excess amount, and charges will be made.

**SIGNS AND BANNERS:** No signs or posters are permitted in the Tower Center (main lobby). Only one (1) sign in front of a meeting/function room is acceptable. Signage should be of professional quality and approved by The Bridge. No signs, posters, banners, or printed material will be allowed to be pinned, taped, or affixed in any way to doors, walls or ceilings. With prior approval, the Bridge's maintenance staff will assist with hanging banners/signs. Prices will vary based on location of item(s) and labor involved.

**STORAGE:** Customers or contractors cannot use The Bridge public areas and service hallways for storage of supplies or equipment.

**TAX:** All federal, state, and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by The Bridge are in addition to the prices herein agreed upon, and the customer agrees to pay for them separately. Tax exempt groups must provide the proper Tax Exemption certificate.

**FORCE MAJEURE:** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to natural disasters (ex. earthquakes, tornadoes, hurricanes, floods), government authority, acts of terrorism, labor disputes, or any other act outside the control of The Bridge, LLC and the signed parties.

**INDEMNIFICATION:** The Renter, their successors and assigns, hereby indemnifies and holds The Bridge, its officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and any such fees to enforce this indemnification, for which The Bridge, its officers, directors, members, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter's use of The Bridge facilities for the event listed above.



Connecting your heart, mind, body and soul

100 LEXINGTON STREET, Birmingham, AL 35224  
P.O. Box 8040, Birmingham, AL 35218  
205-380-2990/ fax: 205-380-8651

## SIGNATURES

I, the undersigned, hereby acknowledge that I have read, understand and agree to all of the terms and provisions of this policy and that services provided under this agreement are expressly limited to those set forth above and that the charges and terms are acceptable.

I agree to comply with all applicable qualifications, rules, policies and procedures as determined by The Bridge, LLC Administration, and all federal and state laws and standards, as well as all Bridge policies for kitchen use, facility use, etc., in effect at the time of the event.

I am authorized to enter into this agreement.

In the event of litigation, to collect sums due hereunder, The Bridge shall recover reasonable attorneys' fees.

---

*Renter*

---

*Date*

### **The Bridge Sales Manager has collected the following:**

- Signed Agreement**
- 50% Deposit**
- Damage Deposit**
- Catering Paperwork**
- Insurance Certificate(s)**
- Final Payment**

---

*The Bridge Sales Manager*

---

*Date*