

TRUE SUCCESS CHURCH AND FELLOWSHIP CENTER
2054 COUNTRY CLUB ROAD | ST. CHARLES, MISSOURI 63303
CONTACT: PASTOR THURLESTER ROBINSON, JR. 314-304-2800

EVENT SPACE RENTAL AGREEMENT

Event: _____

Name: _____

Address: _____

Email: _____

Phone #: _____

Date of event _____

Reservation Start Time: _____ (include set-up time)

Reservation End Time: _____ (include clean-up time)

Number of Guests _____

Deposit Received: _____

True Success Church and Fellowship Center is a smoke-free facility. No smoking in any restroom is allowed. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

I _____ agree to the total cost of \$ _____ for the event mentioned above and have paid a non-refundable deposit of \$ _____ to secure the date of the event and agree to the responsibility of payment for any additional cost that may incur due to extended use of premise beyond the contracted time or damage to the property.

Signature of Renter: _____ Date: _____

Signature of Owner: _____ Date: _____

Deposit/Rental Fees: Initials:_____ Date:_____

A signed contract and date-hold deposit of 1/2 of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless True Success Church and Fellowship Center is forced to cancel and the full deposit will be refunded. The balance rental fee is due day of event.

Catering, Cleaning, Trash & Equipment Removal: Initials:_____ Date:_____

Renter will need to incorporate your set-up time and clean up time into the rental time. Renter is required to return the space to the same clean condition in which it was found, unless payment for clean-up was made.

Site Decoration: Initials:_____ Date:_____

No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an case of any wall damage, cost of repair will be billed to the responsible party.

City, County, State and Federal Laws: Initials:_____ Date:_____

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. True Success Church and Fellowship Center reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of True Success Church and Fellowship Center or the safety of its staff, guests, or building contents.

Liability: Initials:_____ **Date:**_____

Renter agrees to indemnify, defend, and hold True Success Church and Fellowship Center its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at True Success Church and Fellowship Center.

Conduct: Initials:_____ **Date:**_____

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of True Success Church and Fellowship Center staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.