

DIVINE BANQUETS

By New Life Ministries COGIC
634 N. Austin Blvd. Oak Park, IL - (708) 383-5433

This Rental Agreement (the "Agreement") is made and entered into this ____ day of _____, 20____, by and between New Life Ministries COGIC ("New Life"), an Illinois non-profit organization, and _____ (Renter) with an address of _____ (collectively the "Parties"). Renter desires to rent the facility from NLM on the terms and conditions set forth herein (including those referenced in ancillary documents attached hereto), and NLM is willing to rent the facilities on the terms and conditions set forth herein. In consideration of the mutual promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as set forth below.

1. **The Event and Facility:** New Life will make the _____ banquet hall (the "Hall") available for purposes of a _____ (the "Event") on _____ 20____, from _____ am/pm to _____ am/pm (the "Rental Date").

New Life will make the Sanctuary available for the purposes of a _____ (the "Event") on _____ 20____, from _____ am/pm to _____ am/pm (the "Rental Date").

2. **Rental Fee; Deposit; Additional Fees:** A non-refundable deposit, equivalent to 50% of the Rental Fee is required to secure the Rental Date and must be paid within seven (7) days of the execution of the Agreement, otherwise the Agreement becomes void. The Rental Fee shall be \$_____, and the Deposit shall be \$_____. All deposits must be paid in cash. Final payments may be paid by cash, money order, or some other guaranteed form of payment. No personal or organizational (i.e. company, church, school etc.) checks will be accepted. The balance of the Rental Fee must be paid ten (10) days before the Event. In addition to the deposit, a refundable damage/cleaning fee of \$250.00 is due with the balance of the Rental Fee should Renter choose not to use the New Life approved caterer and bring in their own food and beverage, or hire an outside caterer.

3. **Cancellations:** All cancellations must be in writing.
a. Full Payment/11 days plus: 50% of the total Rental Fee will be refunded where Renter has made full payment and written notice of cancellation is made more than 10 days before the Rental Date.
b. Full Payment/ 10 days or less: No refunds will be made should Renter cancel the Event 10 days or less before the Event.
c. Refundable Fees: All refundable fees will be refunded within 14 days of the Rental Date or cancellation date if the Event is canceled and the Hall is unused.
d. Reschedule: Dates may be rescheduled for a date within one (1) year of the original Rental Date with the appropriate paid fees.

4. **Use of Facility:** See the Facility Rules and Regulations attached hereto.

5. **Catering:** Renter may bring in outside food and beverages, hire an outside caterer, or use New Life's in-house caterer – a prix fixe menu is attached hereto (there is a 50 person minimum for orders made with New Life's in-house caterer). All outside caterers must be approved by New Life at least ten (10) days prior to the Rental Date and provide a refundable damage/cleaning fee of \$500.00 ten (10) days prior to the Rental Date. All Catering companies must be self-contained with hot boxes or have the ability to prepare and cook meals within self-contained kitchen/trailers. The use of propane heaters inside the building or outside on the lawn or in the parking lot is strictly prohibited.

6. **Parking:** Parking is limited. New Life shall not be responsible for any patron who fails to abide by the local parking ordinances. No parking is allowed in the parking lot behind the building.

7. **Rehearsals; Additional Rental Time:** Rehearsals may be scheduled prior to the Event at a cost of \$100.00 for two (2) hours and is subject to availability. If available, additional rental time may be added to the Rental Date at a rate of \$300/hour but shall not exceed normal business hours.

8. **Pets:** No pets of any kind are allowed in building, service dogs are excluded. Proof of service animal licensing and certificate must be provided prior to Event. All service animals inside the building must be wearing their official service vest at all times. Renter shall be responsible for cleanup related to the service animal.

9. **Vendors:** Renter or Renter's agent must be present should vendors need to deliver/retrieve rented equipment or other items to/from the building. All deliveries and retrieval of equipment must be coordinated with New Life, and removed at the end of the Event. Additional rental fees of \$500.00 will be charged for equipment left after the Event concludes.

10. **Miscellaneous:**

a. **Liability:** Renter and Renter's invitees shall be liable to New Life for any violation of the Agreement. Moreover, Renter shall hold New Life, its officers, directors, agents, and employees, harmless from and against any loss, damage and liability occasioned by, or arising out of this Agreement.

b. **Acts of God:** New Life shall not be held liable to Renter for the cancellations of the Event due to uncontrollable circumstances or acts of God.

c. **Notice:** New Life will accept all notices and correspondence via email at: nlmdivinebanquets@yahoo.com, or by first class mail to the address above, in which case the postmark shall serve as the notice date.

I/We have read, understood, and agree to be bound by this Agreement. I/We further agree and understand that if I/We or any of the guests or vendors at the Event do not comply with this Agreement, New Life may, in its sole discretion, immediately cancel the Event and order everyone to depart the premises. In said instance, New Life will retain all deposits made, and I/we will be responsible and liable to New Life for any costs exceeding the amount of the retained deposit(s).

Renter(s) _____
Date

Divine Banquets By New Life Ministries COGIC _____
Date

Office Use Only

Deposit: \$ _____ - Paid on: ____/____/20__

Additional Fees Paid:

- Damage/Cleaning (\$250): \$ _____ Paid on: ____/____/20__

- Outside Caterer Damage/Cleaning (\$500): \$ _____ Paid on: ____/____/20__

- Rehearsal Time (\$100/2hrs): ____ hours - \$ _____ Paid on: ____/____/20__

Grand Total: \$ _____

Balance Due: \$ _____