

FACILITY USE CONTRACT

Living Hope Fellowship

4954 Arrowhead Drive Helena, MT 59602

Phone: 406.458-8604 www.livingHOPEhelena.org

LIVING HOPE FELLOWSHIP REGULATIONS:

1. **NO SMOKING** in the building.
2. **ALCOHOLIC BEVERAGES** on the facility/property are permitted with approval of LHF. There will be an additional \$100 deposit required for any event that has alcohol at it.
3. **ABSOLUTELY NO USE OF:** nails, tacks, or tape for fastening decorations to walls, ceilings or floors. "Command" brand adhesive strips can be used with Manager's permission. Confetti is not allowed in the facility.
4. **NO ANIMALS** allowed in the facility other than service animals.
5. Rentals are scheduled for 1/2 day blocks. A half day is considered to be no more than 4 consecutive hours.

Event Information

Event		Event Date	
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Event Time		Expected Attendance		Arrival Time	
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Short summary of event/usage:

Facility Fees (Check all that apply)

	ITEM	PRICE	# 1/2 DAYS	TOTAL
<input type="checkbox"/>	Auditorium	\$250 per 1/2 day	days	\$
<input type="checkbox"/>	A/V Usage (auditorium)	Included with auditorium (must use a LHF sound tech)		
<input type="checkbox"/>	A/V Technician	\$100 per 1/2 day	days	
<input type="checkbox"/>	Kitchen (includes Fellowship Hall)	\$150 per 1/2 day	days	\$
<input type="checkbox"/>	Side/Meeting Rooms	\$50 per 1/2 day (included with auditorium)	days	\$
<input type="checkbox"/>	Nursery: Room 105		days	
<input type="checkbox"/>	Meeting Room: Room 203		days	
<input type="checkbox"/>	Meeting Room: Room 204		days	
<input type="checkbox"/>	Entire Facility (excludes office Room #202)	\$400 per 1/2 day (plus LHF sound tech if needed)	days	
<input type="checkbox"/>	Cleaning Deposit	\$100/usage (\$150 if alcohol at event)	days	\$
Sub Total Facility Fees				\$

Additional Fees (Check all that apply)

	ITEM	PRICE	# DAYS	TOTAL
<input type="checkbox"/>	Portable Sound System	\$ 50 per 1/2 day	days	\$
<input type="checkbox"/>	Copies	\$0.10/copy b/w, \$0.25/copy color	days	\$
<input type="checkbox"/>	Dance Floor	TBD	days	
<input type="checkbox"/>	Other items possibly available upon request	Decorations, Chocolate Fountain, extra tables, etc.	days	
<input type="checkbox"/>	Other: (Linens, etc.)		days	\$
<input checked="" type="checkbox"/>	Special Rate/Options: Entire Facility: \$150 Cleaning Deposit: \$100		1/2 Days	\$150.00
Sub Total Additional Fees				\$

Grand Total (Facility Fees + Additional Fees)	\$
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PROCEDURES:

- All arrangements will be considered tentative until the contract issued by Living Hope is signed and returned with a non-refundable deposit of one half the total facility rental.
- All events are to end by 10:00 PM. Renters will not have access to the facility prior to their contracted set-up time.
- All fees listed above must be paid prior to event.
- Living Hope Fellowship reserves the right to charge additional fees if additional services are added.
- **DAMAGE LIABILITY:** Contract party will be liable for any property damaged as a result of their use of the facility.

Contract Party:				
Address:				
Phone Number		Cell Number		Email

Representative/Coordinator's Name				
Address				
Phone Number		Cell Number		Email

Caterer's Name				
Address				
Phone Number		Cell Number		Email

Person responsible for payment of any property damage:				
Address				
Phone Number		Cell Number		Email

MISCELLANEOUS INFORMATION:

1. Please make your own arrangements for musicians, catering and alcohol vendors.
2. Please check with Living Hope Fellowship staff if you need our furniture or sound equipment moved.
3. Please check the building after the event to ensure you have all of your belongings and all closing procedures have been followed.

Other Notes:

By signing below you agree to the terms and conditions as listed above.

LIVING HOPE FELLOWSHIP	DATE	RENTER	DATE
_____	_____	_____	_____

Printed Name: _____