



FACILITIES RESERVATION AGREEMENT

Contact: Matt Grindstaff At Matt.Grindstaff@ElevateBranson.org Or 417.598.0962

Group/Organization: _____

__ Check here if requesting organization is a 501(c)3 or registered nonprofit organization.

Contact Person: _____

__ Check here if you attend Gateway Branson Church.

Email: _____ Phone: _____

Mailing Address: _____

Type of Event: _____ Number of Attendees: _____

__ Check here if food will be provided or consumed at your event.

EVENT TIMING/RENTAL PERIOD: Rental period includes renter's set-up and tear-down time.

_____	_____	_____	_____	_____	AM	_____	AM
Day of the Week	Month	Date	Year	Start Time	PM	End Time	PM
_____	_____	_____	_____	_____	AM	_____	AM
Day of the Week	Month	Date	Year	Start Time	PM	End Time	PM

SPACE & EQUIPMENT:

Itemize below all spaces and equipment to be rented and complete applicable pricing on right.

Payments via credit card will include a 3% processing fee.

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|--|----------|
| ☐ Auditorium 1 available/300 maximum occupancy
½ Day Rate: \$400 up to four hours Full Day Rate: \$750 up to eight hours | \$ _____ |
| ☐ Neighbors Hub Café Area 1 available/30 maximum occupancy
\$100 per hour/1 hour minimum | \$ _____ |
| ☐ Mueller Room 1 available/25 maximum occupancy
\$50 per hour/1 hour minimum | \$ _____ |
| ☐ Sensory Room 1 available/10 maximum occupancy
\$50 per hour/1 hour minimum | \$ _____ |
| ☐ Children Classrooms 2 available/ 10 maximum occupancy
\$50 per hour/1 hour minimum | \$ _____ |
| ☐ Folding Chairs Specify number needed: _____ | N/C |
| ☐ 10' Round Tables Specify number needed: _____ | N/C |
| ☐ 3' x 6' Rectangle Tables Specify number needed: _____ | N/C |
| ☐ Audio & Video Equipment
(\$100 Deposit + \$100 Rental Fee; operator must be approved.) | \$ _____ |
| Estimated Total Rental Fees: | \$ _____ |
| 50% Deposit Required with Reservation or 30 Days in Advance: | \$ _____ |

This agreement for the rental of space made this day, _____, by and between Elevate Branson, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner’s venue, located at 310 Gretna Road and known as Elevate Branson, and the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner a deposit equal to 50% of the estimated total rental charges when the reservation is made or no later than 30 days before the commencement of the rental period. This amount of \$_____ is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts. Deposits are nonrefundable but may be credited to a rescheduled date if cancellation results from an emergency or severe weather. Any equipment deposit will be returned when audio and video equipment is inspected post event and found to be in good condition. Any damages or repairs to audio and video equipment will be paid for from the deposit and additionally charged to Renter, if deposit is not adequate to repair damages.
2. The Renter shall have access to and use of spaces and equipment as noted on the first page of this contract, without deviation, for the purpose of hosting the Renter’s event as described.
3. The full rental fee for the use of the venue described in (2) above shall be \$_____. The balance of the rental fee due, less the deposit described in (1) above, shall be payable to the Owner upon the expiration of the rental period for the event described herein.
4. Within the rental period’s expiration, Renter shall tender to Owner the rental fee balance due and shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.
5. Elevate Branson space may not be used by any organization or group which excludes persons from participation on the basis of race, color, religion, or national origin. The use of alcoholic beverages, tobacco, drugs or firearms are strictly prohibited at Elevate Branson. All decorations require approval in advance and nothing that damages walls, ceilings, windows, doors, molding or furniture will be allowed. Any use of flammable materials such as candles must comply with local fire codes, be placed on a non-combustible surface and/or contained in a votive or similar container, lit and extinguished at the table and not removed until wax has hardened. Minors must be accompanied by adult supervision and no animals are allowed inside except those used to assist with disabilities. Any advertising or promotion of this event that includes the Elevate Branson name must also include the disclaimer “This is not an official function of Elevate Branson” and a copy of all advertisements, programs and materials must be provided to Elevate Branson for approval by the VP of Communications in advance of distribution.
6. The renter is responsible for any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter’s associates, guests, invitees, contractors, and all other persons whatsoever who entered the venue during the rental period to participate in Renter’s event in any way.
7. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 24% per year/2% per month until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.
8. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter’s guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter’s use of the venue, including but not limited to personal injury, property damage, court costs or attorney’s fees. Liability insurance and all applicable taxes are the responsibility of the Renter.
9. Any disputes arising under this contract shall be adjudicated in Branson, Missouri.
10. In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below. By signing below, renter affirms agreement to the above policies. In the event of failure by Renter to abide by policies as stated, Elevate Branson reserves the right to cancel event or to require removal from Elevate Branson property. Elevate Branson reserves the right to enforce its policies in any necessary and appropriate manner.

Signature of Applicant	Date	Elevate Branson Signature	Date
Printed Name		Printed Name	
Address		Address	
City, State, Zip Code		City, State, Zip Code	