



Haven Place Rental Agreement Form

Renter Name: _____

Renter Address: _____

Email address: _____

Contact number: _____ **Alt. Number:** _____

A copy of drivers license is required to rent facility.

Date(s) of Event: _____ **Type of Event** _____

Check-in Date/time: _____ **Check-out Date/ time:** _____

THIS AGREEMENT is made by and between the above named person(s), hereinafter referred to as “renter(s)” and Haven Place Inc., for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is _\$ _____, and other fees (if applicable) required have been added to this rental amount. Haven Place Inc. does not charge or require any gratuity charge or tip. A deposit to hold the date is required in the amount of **_\$50_** which is due at least 6 weeks prior to the event. The deposit will go toward your suggested donation amount. The rental cost must be paid in full seven (7) days prior to the event.

Haven Place Inc. is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Haven Place Inc., its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless Haven Place Inc., its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting Haven Place Inc. must be at least twenty one (21) years and older with no exceptions. This rule is strictly adhered to.

Renter(s) Acknowledgement **Date**

Renter(s) Acknowledgement **Date**

Haven Place Inc. (Witness) **Date**

Haven Place Inc.
RENTAL AGREEMENT

The Haven Place Inc. Agent holds the power to act solely on behalf of Haven Place Inc. its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

Haven Place Inc. is the sole property of Haven Place Inc. which is ordained by almighty God and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Purpose of Use:

Haven Place Inc. may be used but is not limited to the following events. Events not listed below are subject to approval by the Officers of Haven Place Inc.

Conferences suggested donation of \$100.00
Family Reunions suggested donations of \$300.00
Funeral Luncheons suggested donation of \$100.00
Meetings suggested donation of \$100.00
Workshops suggested donation of \$100.00
Work Christmas Party suggested donation of \$300.00
Family Christmas Party suggested donation of \$300.00
Bridal Showers suggested donation \$300.00
Baby Showers suggested donation \$150.00
Anniversary Party suggested donation \$300.00
Adult Birthday Party suggested donation \$150.00
Baby/Child/Youth Birthday Party suggested donation \$100.00
Graduation Party suggested donation \$300.0

Occupancy:

Maximum occupancy for Haven Place Inc. is not to exceed **50** persons.

The total number of persons attending any event must be kept to or less 50 persons in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

Damages:

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings.
- removal of trash to disposal bin.

Renter(s) shall be notified in writing of the loss or damage as well as the amount of covering damages. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses will result in you forfeiting any future use and/or rental of the facility.

Deposits/Payments:

The deposit, event fees and/or other fees may be paid in personal check, money order, cashier's check and/or credit card. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of Haven Place Inc. and only reimbursed if the contract agreements are met.

Cancellations:

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$100.00 processing fee will be charged for cancelled reservations. If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$50.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within two (2) weeks of cancellation.

Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to Haven Place Inc.. Exceptions will be determined, granted and/or denied by the Officers at the time the request is made. Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If Haven Place Inc., its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by Haven Place Inc. and Haven Place Inc. is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

Check-in and check-out Time:

Check-in and check-out times are strictly enforced in order to prepare Haven Place Inc. for other scheduled events.

Set-Up Time:

The renter(s) will be allowed two(2) hours of set-up time prior to the event and on the day of the event. A \$25.00 per hour set-up fee will be charged if the renter(s) request set-up time on days other than the date of the event, (for example) if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 per hour additional charge. The fee will be determined at the time the request is made.

Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Haven Place Inc.
RENTAL AGREEMENT

Please note that the renter(s) is responsible for the set up of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs and the end of the event. Haven Place Inc. will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to Haven Place Inc. shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$50.00 deposit at the discretion of Haven Place Inc.. Haven Place Inc. , its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes. All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all time.

Sorry, no pets are allowed on the property of Haven Place Inc..

Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb others in the surrounding area.

Cleaning/Clean-up:

The renter(s) is expected to return them in the same condition as received. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and leave it by the back door (on the inside of the building).
- c. Put clean trash liners (bags) in trash cans.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen and refrigerator that was brought by your group.
- g. Sweep hall and vacuum all carpeting. Mop floors. Must wash carpeting if anything is spilt.
- h. Put away all tables and chairs.

A \$50 fee will be charged if these cleaning conditions are not met.

Smoking:

No smoking is allowed anywhere on the property of Haven Place Inc.(including buildings, grounds, and parking lot). Haven Place Inc. is a smoke-free facility. **This rule will be strictly adhered to.**

Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of Haven Place Inc. (including buildings, grounds, and parking lot). In compliance with the Church Covenant, this facility is a non-alcoholic facility.

Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of Haven Place Inc.(including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. Haven Place Inc. must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

Decorations:

The following rules are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture or on the walls
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations. Parking is allowed on Main Street and on Delanie street.

Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).

Sound and Audio Visual – Equipment Rental:

The following equipment is included in the rental cost.
One - Microphone and speaker

**Haven Place Inc.
RENTAL AGREEMENT**

Haven Place Inc. may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission, conducting raffles or auctions and/or sell of any articles.

Haven Place Inc. reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Haven Place Inc. cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to Haven Place Inc. and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20__.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Haven Place Inc. in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of Haven Place Inc..

Renter(s) **Date**

Renter(s) **Date**

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Haven Place Inc. so as to permit the Applicant the right to use the Premises at the time or times specified here in.

Haven Place Inc. Agent **Date**

Haven Place Inc. owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the Haven Place Inc. buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests. Thank you and God bless.