

**TERMS AND CONDITIONS**

1. **Rental Fee:** Fee must be paid in full no less than 2 weeks before event. Cancellation within 2 weeks of the event will result in forfeit of deposit. The deposit is 25% of the total cost, once your deposit is paid your date and time is secured.
2. **Rental Form:** this Rental Agreement must be completed and returned at the same time of turning in the deposit.
3. **Alcohol:** If you plan to serve alcohol your event may require a liquor license. Please inquire with the NC Alcohol Beverage Control about necessary permits for your event. Additional liquor license fees must be paid directly to the ABC (\$50.00). For more information call 919-779-0700 or visit <http://abc.nc.gov/permits/special.aspx>. The original permit shall be displayed visibly on the bar during the event. Most licensed catering companies have an ABC liquor license, talk to your caterer about this.
4. **Security:** The RC may require rentee to hire security at \$25.00 per officer per hour payable directly to the Durham Police department. For more information call 919-560-4528 or visit <http://durhamnc.gov/ich/op/DPD/Pages/Secondary-Info.aspx>.
5. **Tobacco:** No tobacco products are permitted within the RC.
6. **Maintenance/Janitorial:** Rentee must return the building to its pre-event state by cleaning up appropriately after the event. Refer to the "Exit Check List" to make sure everything is complete. Please put bagged trash in the bins in the parking lot. You will be charged if the space is not left as it was found.
7. **Damage/Insurance:** Rentee is responsible for any damages caused by event patrons or guests to the RC. Any repair will be bill to the Rentee after the event. The rentees must carry their own event insurance listing Reality Ministries as an Additional Insured including a Waiver of Subrogation. Speak to your insurance agent about this coverage. Or you can reach out to ours, Michelle Long, Insurance People, 919/383-0442. This one-time coverage generally costs about \$100-150.
8. **Utilities:** The RC will provide, at its expense, all necessary utilities.
9. **Food/Equipment:** Rentee is responsible for all food, beverages, decorations and catering equipment.
10. **Decorations:** All decorations must be taken down after the event. Decorations may be hung on walls provided that no marks or tape are left. Candles must be in glass containers. Helium-filled balloons are only acceptable as a weighted table decoration. Confetti, glitter, or flammable decorations are not permitted. Extra charges will be applied if decorations are applied Friday night for a Saturday event (\$200/hour).
11. **Parking:** The Reality Center provides parking in our spacious parking lot (about 35 spots) to the rear of the RC, and there are a limited number of adjacent off-street parking spaces generally available. The RC assumes no liability or responsibility whatsoever for damages to any vehicles or contents thereof.
12. **Noise Ordinance:** Excessive noise shall not be permitted. If using amplified sound, the windows must remain closed throughout the event. It is the responsibility of Rentee to control such things as music, speakers, boisterous participants, etc. in accordance with local law.

Failure to control may result in closing of event in addition to any criminal charges that may result. All amplified sound must conclude at **10:00 p.m.** at the latest.

13. **Capacity:** The capacity of the multi-purpose room (Gathering Hall) in the RC is limited to a maximum of **150** people. Exceeding the maximum may result in closure of the event.
14. **Wedding/Reception:** An extra charge of \$200/hour will be added if decorations are required Friday night for a Saturday wedding or if additional time is needed for rehearsal or set-up.
15. **The Rentee**, in consideration of this Agreement, and other good and valuable considerations, the receipt and sufficiency of which are hereby stipulated, does hereby agree to indemnify and hold Reality Ministries, its employees and agents free and harmless of any and all demands, causes of action or any other claims whatsoever for damage to property, or injury or death to persons, arising out of, or connected with, the rental and use of the premises by the Rentee and all persons attending the event.
16. **Loss:** The RC is not responsible for loss of, or damage to, personal property.
17. **The Rentee** agrees to comply with all ordinances and laws of the City of Durham, the State of North Carolina, and the United States of America, and the Rentee agrees not to use or occupy the premises for unlawful purposes or permit others to use the premises for unlawful purposes.

### RATES for the Gathering Hall

*Lower rates available for approved non-profit tax-exempt 501c3 organizations.*

#### Monday, Tuesday, Wednesday, Thursday Evenings Only

5:00 p.m.-10:00 p.m. = \$100.00/hour

#### Friday Evening Only

5:00 p.m.-10:00 p.m. = \$200.00/hour

#### Saturday & Sunday

All Day 8:00 a.m.-10:00 p.m. = \$2,000  
Or \$200/hour

<p><b>Total Agreed Rate</b>            Rate \$ _____ x # of Hours _____ = \$ _____             Additional Fees _____  <b>Deposit</b>            25% of \$ _____ = \$ _____ Date paid _____   <b>Balance</b> due 2 weeks prior to event \$ _____</p>
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Deposit is 25% of the total cost. 50% off above rates for use of the Community Room (Game Room).

Name of Organization/Rentee \_\_\_\_\_

Nature of Event \_\_\_\_\_ Space Used \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Contact phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature of Person Responsible \_\_\_\_\_ Date \_\_\_\_\_