

Non Attender - Memorial Service FACILITY RENTAL FORM

NEW SONG

— CHURCH —

4600 Guide Meridian
Bellingham WA 98226
360.389.3161

Payment for facility use - to be paid upon booking.

No verbal guarantees will be made.

Checks payable to: New Song Church

Your Name: _____ Phone: _____ Email: _____
(please print clearly)

Type of Event: _____ 1st Choice Date of Event: _____

2nd Choice Date of Event: _____

Time(s) of Event:

From: _____ AM or PM

(Set up Time)

From: _____ AM or PM

(Event Start Time)

To: _____ AM or PM

(Event Break down End Time)

To: _____ AM or PM

(Event End Time)

Rental Fee: (please check all that apply)

- Church Worship Center \$ 500.00 (includes pastoral service, staff set up & clean up)
- Damage Deposit \$ 200.00 (refundable if policy & procedures are met)
- Round Tables \$ 00.00 (20 tables included)
- 6' Tables \$ 00.00 (2 tables included)
- 8' Tables \$ 00.00 (2 tables included)
- Chairs \$ 00.00 (250 chairs included)
- Kitchen Use \$ 00.00 (includes staff set up & clean up)
- Sound/Video System \$ _____ (75\$ hr x _____ we provide operators - no exceptions)

Total _____

(\$200.00 damage deposit payable upon booking – balance 1 week prior to event)

Any variances to the listed fees shall be made in writing

Rental Policies & Procedures: Please see reverse side and initial each box that you have read and understood our rental policies/procedures.

Signature(s) below indicate agreement of terms and conditions set out by New Song Church above.

Name: _____ Signature: _____ Date: _____
Person Responsible for Event

Name: _____ Signature: _____ Date: _____
New Song Church Admin.

For Office Use Only:

Fee Collected:

Staff Approval:

Date:

Refunded:

Date:

Facilities Rental Policy & Procedures

Safety and Protection

Alcohol – no alcohol will be consumed on church property, at church sponsored events or during building rentals/use events.

Smoking – no smoking will take place inside any church facility.

No confetti shall be thrown inside or outside the facility.

New Song Church will not be held liable for injuries sustained by you or your guests at your event. You will take responsibility to ensure you have proper insurance to cover your event.

Entry

We will provide staff or designee to unlock and lock doors and be on site during your event.

Use of Facilities

New Song Church has the right to accept or refuse requests of outside groups for use of the facility and/or property for any reason.

Sound System

No persons shall enter the sound booth area during your event. Only the person responsible and authorized by New Song Church to access the sound booth shall have access during your event. No one shall alter any of the speakers and/or sound equipment in the building.

Saturday Rentals

Facility must be vacated no later than 2pm. Failure to vacate by 2pm may result in losing your damage deposit.

Weddings/Memorial Services

We make no claim to be professional wedding or funeral planners. If you are hiring a NSC Pastor, they or designated staff member will have a 1 hour meeting with the family prior to your event to go over the details. This can be in person, via email or over the phone. We will collaboratively work together.

Miscellaneous

Any decorations, food, flowers etc. brought in for the event must be removed from the premises upon completion of the event. Items left on the premises will be disposed of and damage deposit will not be refunded.

Fees/Cancellation/Damage Deposit

Damage deposit is due at booking. Balance will be paid in full one week prior to the event starting.

A full refund will be given if the event cancellation notice is given in writing/email 1 week prior to the event. Any variances to the listed fees will be made in writing.