

FELLOWSHIP REFORMED CHURCH

CONCERT RENTAL POLICIES

Fellowship Reformed Church is a house of God and is to be treated with dignity and respect. We are pleased to be able to provide the use of our facility to host your event. It is expected that all activities in the church or on church property will bring praise and honor to our Lord. Fellowship staff is available to assist you in accomplishing this goal in planning your successful event.

Times:

- All Saturday functions must be completed and the building vacated by 6:00pm.
- Sunday rentals are not allowed for weddings, special events, parties, etc. without prior consent from the Consistory.
- Everything must be left clean and in proper order.
- Please notify a church representative if the times or circumstances of your event change at any time between booking and event date.
- Use of church property is limited to the day of rental only.

Payment Schedule Information:

- Payments may be paid to "Fellowship Reformed Church" and may be mailed to or dropped off at the church office to the attention of the Special Events Coordinator.
- One half (50%) of the total rental amount is due within two weeks after booking the event.
- The remaining 50% of the rental amount is due 30 days prior to the event (no bill will be sent for the balance).
- Incidental/add on charges will be billed within two weeks post event and are due upon receipt.

Insurance

- Renter must supply proof of liability insurance with coverage of a minimum \$1,000,000 per occurrence and \$2,000,000 aggregate coverage.

Food/Drink:

- No food or beverages will be allowed in the sanctuary. (Exception: bottled water for singers during a rehearsal or performance; bottles must be removed from sanctuary after use.)
- No food or drinks containing red dye will be allowed in the building due to staining issues (such as red, orange or grape soda, punch, sports drinks, etc.; cake or other foods with red dye).
- No alcoholic beverages are permitted anywhere on church property.

Plants/Decorations/Movable Furniture:

- All trees and floral arrangements must remain throughout the church and not be removed.
- Ferns and pillars may be used (members) or rented (non-members). Plants cannot be altered with lights or by adding or removing any parts of existing arrangements.
- If rental is requested during the Christmas or Easter holidays, existing decorations will remain in place throughout the church.
- No live trees will be allowed in the building due to Township Fire Codes.
- You must conform to State, County and Township law regarding the use of candles. Candles may not be used in aisles. Renters are only allowed to use candles in the Sanctuary. All candles must be dripless.
- No moving of FRC furniture into the Sanctuary will be allowed.
- No private seating from home may be brought into the Sanctuary.

Audio/Visual/Music:

- The sound, lighting and video equipment is to be used only by a member of FRC's technical team.
- If contracting party wishes to use an outside vendor for it's A/V needs, all equipment used must be provided by the contracted vendor. FRC's Sound and Video system may not be tied into 3rd party's system. 3rd party's equipment must be located outside of FRC's sound booth in an approved location.

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Audio/Visual/Music (continued):

- The Schimmel piano may not be moved off of the sanctuary stage. The piano may also not be moved to a different location on stage without the approval and assistance of a designated church representative (ie., sound technician or special events coordinator). If piano tuning is requested prior to a concert (outside of our regularly scheduled piano tuning times), the cost of the tuning will be paid by the renter.
- The organ may not be moved from its place in the sanctuary.
- Any additional instruments belonging to the church (drums, keyboard, other pianos, and accessories—cables, etc.) may not be used without prior approval, and at an additional fee.
- Four hours of Audio/Visual assistance comes with the rental. Any additional requested hours will be provided at a rate of \$25 per hour.

Other General Policies:

- No concert rentals will be scheduled on Monday; concert rentals will be limited to two per week.
- The Sanctuary must be referred to in all programs, advertisements, publications and promotions for events as a Sanctuary; not an auditorium, concert hall, etc.
- Permission for use of facilities includes only those areas for which permission is granted. It is the responsibility of the renter to see that other individuals involved in the event remain in the designated area(s). Children must be supervised by parents or a designated adult at all times during the rental. The nursery is not available for use during any rental.
- The Nursery rooms shall be closed at all times during rental events.
- The Youth Room and Choir Room are not available for rent at any time.
- The church does not accept responsibility for any articles left in the church.
- Any damage or breakage will be the responsibility of the renter. Any damage or breakage should be promptly reported to a representative of the church or to the church office. (It should be noted that damage may be covered by the individual's homeowner's insurance policy.)

Capacity:

- FRC is bound the by Michigan and Georgetown Township Fire Code to keep our capacity under 1,100. Therefore, the following:
 - When renter believes that a single concert will exceed that capacity, two programs will need to be presented.
 - If the renter wants two programs on the same evening they must be spaced 30-45 minutes apart.
 - Participants in the program should not sit in the Sanctuary seats in order to allow more room for those attending the event.
 - Seat saving for those attending the concert is not allowed. Items placed on pews to "save" seats will be removed.

Cancellations:

- Six months prior to the event: total deposit returned.
- Two to six months prior to the event: 50% of deposit returned.
- Two months prior to the event: no deposit returned.
- Cancellations/postponed events due to adverse weather must be cancelled ASAP on the date of the event. No deposit will be returned in this case.

I have read and will abide by all of the policies listed above.

Signature

Date

Print Name