

ZION LUTHERAN CHURCH
3606 Beauchamp Houston, Texas 77009 Phone 713/869-1493

ZION RENTAL AGREEMENT
BETWEEN

_____ and Zion Lutheran Church.

I (We) _____, hereinafter called "the Lessee", agree to rent the Zion _____ hereinafter called "the Lessor", for personal use on the _____ day of _____, _____, for a period of _____ day, for the basic price of \$_____.

I (We) also agree to the following terms:

Section A. Terms

1. A reservation deposit of \$ _____ (50% of rental fee plus damage deposit) is required to hold the facility for the requested date. The reservation deposit is non-refundable except in case of death.
2. The balance of the rental payment \$ _____ (remaining 50%) is due thirty (30) days before the facility is used.
3. If cancellation of the reservation by the Lessee is made prior to thirty (30) days of the date the facility is to be used, any fees already paid (less the reservation deposit) will be refunded. All monies paid, excluding damage deposit, will be forfeited if a cancellation is made less than thirty (30) days prior to the requested date.
4. The Lessee agrees that they will be responsible for any and all costs arising from damage to the premises and facilities for the contract period. In addition, it is understood and agreed that the Lessor will not be responsible for any injuries or losses incurred by the Lessee, its guests, and/or employees. It is further agreed that the Lessor will not be responsible to any rental company the Lessee may engage, even though a church representative signs for deliveries the rental company makes for the Lessee. This includes any and all services contracted or secured by the Lessee.
5. Damage deposit will be fully refunded within ten (10) church office working days to the Lessee if, after inspection, no damage is found and proper clean up has occurred.

Section B. Conditions

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1. The Lessee is responsible for the following decorating guidelines. No decorations or table covers are to be stapled, nailed, glued, or taped to church property as these items mar and damage finishes and fixtures. Failure to comply with these instructions may require the forfeiture of all or part of the damage deposit.
2. Zion Lutheran Church is a non-smoking facility. The Lessee is to make sure their guests honor this policy. Smoking will be allowed outside the rear entrance only.
3. Alcoholic beverages may be served. These include only wine, champagne, and beer (no pitchers). Hard liquor may not be served. There are no exceptions to this policy. A minimum of two (2) certified peace officers must be hired and paid by the Lessee at any function of 50 or more persons where alcoholic beverages are served. The certified peace officers must be on site at least 15 minutes prior to alcohol being served and remain until the event has concluded. The sale of alcoholic beverages will not be permitted on any property of Zion Lutheran Church. Alcoholic beverages may not be consumed by persons under the legal drinking age.
4. The Lessee is responsible for all table and chair setup. The Lessee is also responsible for leaving the inside and outside "as found", i.e., kitchen clean, trash picked up and removed to the dumpster, decorations removed, and tables and chairs returned to their original position (unless instructed otherwise).
5. Security is recommended for functions ending later than 6 PM (one peace officer). Facilities must be vacated no later than 11 PM.
6. The services of the church cleaning crew are required on all events for both active members and others and subject to the applicable rates in the Fee Schedule.

Zion Lutheran Church (Lessor) _____

Lessee _____	Rental W/K WO/K	\$ _____
Street _____	Damage Deposit	\$ _____
City/St/Zip _____		
Phone _____	Total	\$ _____
# of persons expected _____	Reservation Fee	\$ _____