



**Christ Redemption Tabernacle Church**

*"We're More Than A Church"*

# **Facility Rental Request Application**

**C.R.T. Community Fellowship & Banquet Hall**

**C.R.T. Executive Conference Room**

**C.R.T. Small Multi – Purpose Conference Room**

331 & 339 - 22<sup>nd</sup> Street

Niagara Falls, New York 14303

716.285.2990 (Church Office) 716.284.1368 (Fax)

Visit Us: [www.chistredemption.org](http://www.chistredemption.org)

Email: [crt339@gmail.com](mailto:crt339@gmail.com)

*Suffragan Bishop Kevin Dobbs, Founder & Senior Pastor*



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## APPLICATION FOR Christ Redemption Tabernacle Room & Hall Rental

*Date of Application* \_\_\_\_\_

For available dates or more information call the Administration Office at (716) 285-2990

Type(s) of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

### MAIN CONTACT PERSON/GROUP INFORMATION

Group / Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

PLEASE CHOOSE ONE OF THE FOLLOWING FACILITIES BY PLACING AN "X" ON THE LINE:

Small Multi- Purpose Conference Room (Capacity 7 – 12 People) \_\_\_\_\_

Executive Conference Room (Capacity 30 – 40 People) \_\_\_\_\_

CRT Community Fellowship & Banquet Hall (Capacity 200 People – Theater Style) \_\_\_\_\_

(Capacity 125 People – Tabled Seating) \_\_\_\_\_

Time of Event: From: \_\_\_\_ AM \_\_\_\_ PM To: \_\_\_\_ AM \_\_\_\_ PM (includes cleanup & breakdown time)

Projected Number of People for Event \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please print your name \_\_\_\_\_



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## RENTAL FEES

Please Note a \$50.00 security deposit will be added for the CRT Community Fellowship & Banquet Hall rental fees.

\$25.00 security deposit for the Small Multi-Purpose Conference Room and Executive Conference Room.

<b>Small Multi-Purpose Conference Room</b>	<b>\$55</b> <b>\$20.00 per hour</b>	<b>3 hours or less</b> <b>Over 3 Hours</b>
<b>Executive Conference Room</b>	<b>\$75 per day</b> <b>\$20.00 per hour</b>	<b>3 hours or less</b> <b>Over 3 hours</b>
<b>CRT Community Fellowship &amp; Banquet Hall:</b>	<b>\$225 per day</b> <b>\$50 per hour</b>	<b>3 hours or less</b> <b>Over 3 hours</b>

**Reservation Deposit:** A \$25.00 deposit (which is deducted from your total) will be due upon booking to reserve the facility that you are renting. The balance plus security deposit will be due 7 days in advance of your event/ rental date.

**Set Up & Clean Up Time:** You will be provided one (1) hour before and after your event to set up, decorate, clean up and clear the building.

**Security Deposit** will be returned within 7 business days after a thorough inspection of the rented area.

**Refunds** will be made for those reservations cancelled a minimum of 30 days prior to the event.

\_\_\_\_\_ Renter's Initial

Payment Information	
# of Hours	_____
Rental Fee \$	_____
Security Deposit\$	_____
Total Amount Owed\$	_____
Deposit Amount Paid \$	_____
Balance Due \$	_____
Date Balance Pd.	_____



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## RENTAL AGREEMENT

### A. PROVISIONS

1. NO SMOKING permitted inside the building or on any outside properties and facilities of C.R.T.
2. NO ALCOHOLIC beverages permitted on ANY of the C.R.T. properties and Facilities.
3. Absolutely NO FOOD, DRINKS, GUM CHEWING in the C.R.T. Sanctuary.
4. The C.R.T. Administrative Office must be notified if the event will include an admission fee or ticket sales.
5. No one is permitted to borrow or remove any C.R.T. property.
6. The furniture, musical instruments, fixtures, etc. are not permitted to be moved unless permission is given in advance during contractual meetings with C.R.T. Administration.
7. No decorations of any kind shall be applied by staples, tape, nails, thumb tacks to any fixtures or walls on the interior or exterior of the building.
8. Special attention must be made to control noise or music that would disturb neighbors or create a nuisance. Please inform your guests, musicians, DJ's etc.
9. Children MUST BE Supervised and under control at all times.
10. Running and Horseplay is prohibited anywhere on the C.R.T. property.
11. C.R.T. requires a C.R.T. authorized person to be available and on premises during the entire time of your event. The C.R.T. premises must be cleared within an hour of your events ending time. For example: If your event ends at 9pm the building must be cleared by 10pm. There will be an additional fee of \$50.00 per hour if the additional hour given is exceeded.
12. You must provide notice of cancellation within 7 days of event or your deposit will be forfeited.
13. C.R.T. shall NOT BE RESPONSIBLE OR LIABLE for any property brought or delivered to C.R.T. premises, or for theft, fire, or damage at any time that it remains on the premises.
14. CRT shall not be held responsible or liable for any illness, sickness (including death) resulting from food and/or beverage preparation, storage, served and consumed during the renter's event. The renter is solely responsible for any and/all said occurrences.
15. Rentals are for rooms specified on the Application only. Attendees are not permitted in other rooms in the building, other than restrooms. Room use for Rehearsals, Dressing Rooms, etc. is included in the rental fee, and must be indicated at the time of contract. If other groups/ meetings are scheduled elsewhere in the building, renters shall make every effort to avoid disturbing their activities.
16. When having an event that involves serving food, the CRT kitchens including the Fellowship Hall and Administrative Conference Room may only be used for light prepping and serving. Items may be stored in the refrigerators during your rental time. Stoves, Ovens, and all heating devices may not be used for ANY reason unless special permission is given. All food must be cooked/prepped in advance. All groups must bring their own dishes, pots, pans, and serving utensils, etc.



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17. All rooms and facilities must be restored to the condition that it was found. Groups are responsible for set up, decorations, as well as removing all décor and trash/garbage to receptacles provided.
18. If additional time is needed and/or day before set up, there will be an additional fee.

\_\_\_\_\_ Renter's Initials



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## B. SECURITY DEPOSIT

1. The security deposit along with the rental balance is required 7 days prior to your event/ rental date of the function being held. If the contract is cancelled by C.R.T. for any reason, the deposit will be refunded.

2. The security/ damage deposit shall be refunded within seven (7) business days after the thorough inspection of the premises following the event, less the cost of any expenses that may have occurred as a result of damage to the premises, furnishings, equipment, instruments, theft, or unusual or excessive cleanup, and/or additional time used over the granted hours as shown on the contract. If any expenses should exceed the amount of the Security Deposit, the applicant agrees to pay the difference. If the Niagara Falls Police Department or Fire Department should respond to any disturbance, for any reason, the event will be terminated and the entire security deposit is forfeited.

**I have read and understand all of the contents of the rental contract and agreement, and agree to abide by the provisions and terms set forth therein. I acknowledge receipt of this rental contract.**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

C.R.T. Representative \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Security Deposit Refund Information

Security Deposit to Be Refunded to:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Security Deposit Refund Mailed/ Given On: Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_