

Facility Rental Contract

Contact and Date Information (details required)

Name _____ Event Date _____
 Address _____ City _____ Zip _____
 Contact Person _____ Business Phone _____
 Cell Phone _____ Email Address _____
 Rental Dates _____ Event Description _____ Number of attendees _____
 First Arrival Time _____ Event Times _____ Departure Time _____

Facility Usage Information (office use only)

Levels rented: (check all appropriate) Main _____ Lower _____ Bedroom _____ I want an exclusive rental Yes _____
 Catering Quote? Yes _____ Buffet/Served _____ Price per Person _____ Kitchen Use? Yes _____
 # chairs _____ DVD player yes _____
 # café tables _____ digital projector yes _____
 # 6 ft tables _____ screen yes _____
 # 8 ft tables _____ dry erase board yes _____
 table linens yes _____ TV yes _____
 centerpieces yes _____ *Pool yes _____
 place settings yes _____ *Grill yes _____
 CD player yes _____ *Kitchen yes _____

*Items will require additional charge (please refer to attached rate sheet)

Rental Fees (office use only)

Please make checks payable to "Point of Light Ministries".

Security Deposit \$ _____ Date Paid _____ () Cash () Check # _____
 Rental Fee \$ _____
 Catering Charge \$ _____
 Additional Charges \$ _____ Items being used _____
 Total \$ _____ Date Paid _____ () Cash () Check # _____
 Deposit \$ _____ Date Paid _____ () Cash () Check # _____
 Balance Due \$ _____ Date Paid _____ () Cash () Check # _____

The refundable Security Deposit is in addition to the rental fee and must be paid at contract signing.

Deposit 50% due at time of reservation which is fully refundable up to 90 days prior to event.

Less than 90 days prior to event, refund will be decreased monthly by 20%. Exceptions are holidays. We reserve the right to review each case on an individual basis.

The renter is responsible for any damages resulting from guests during the rented period. Charges will be agreed upon and be charged to a credit card.

The Oaks at SouthPaw Farm is designed to provide a safe, positive environment where the community can participate in varied activities. Join in the spirit of this endeavor by adhering to the Terms and Conditions below:

Terms and Conditions

1. The grounds are closed from sun down to sun up, except for scheduled activities.
2. Speed limit is 20 mph. Watch for children on the drive.
3. Only park in designated areas unless permission is obtained.
4. No child under 13 should be left unsupervised on the property. They are to be under supervision of a parent, guardian, coach or instructor.
5. No swimming in or ice skating on pond.
6. No dirt bikes, motorcycles, or four wheelers anywhere on the grounds.
7. No immodest or distasteful clothing are allowed.
1. No alcoholic beverages, illegal drugs, firearms, fireworks or candles are permitted. The SouthPaw facility has a non-smoking policy. The renter is responsible to ensure that its guests, contacted caterer, and musical entertainers all abide with such policy.
8. Pets are only permitted outside. The renter is liable for any damage or injury caused by the animal's behavior and is responsible for cleaning up after it.
9. Clear all trash after use of property including pet waste.
10. Bonfires are only permitted in fire pit with permission. Firewood is available upon request. Do not cut trees for fires.
11. POLM has the right to refuse any event.
2. Rental Contracts must be signed by an authorized representative and returned with the deposit by date indicated on the enclosed invoice.
3. Payment in full is required no later than one (1) week prior to the event.
4. If renter must cancel an event, the deposit will be refunded in full if notification of cancellation is at least 30 days prior to the event.
5. POLM's obligation to make the facility available will be relieved if anything outside of its control prevents the facility from being available at the date and time scheduled for the event. This includes such occurrences as natural disaster, fire, destruction, or other forces or events outside of POLM' control. If such occurs, POLM will refund the renter's deposit and fee already paid in full, but will have no other liability on account of such cancellation or unavailability of the use of its facility.
6. Event guests will be admitted to the facilities and expected to depart at the times stated on the attached Rental Contract. The renter shall be responsible for the appropriate conduct of its guests at all times while on the property.
7. POLM may request that the renter obtain and pay for bonded security personnel when valuable merchandise is held over night at the facility. Security may be arranged through SouthPaw at \$20.00 per hour.
8. POLM is NOT responsible in any manner for damage, destruction, or loss of any property or other items occurring prior to, during, or following any event.
9. The renter is responsible and shall reimburse POLM for any damage, loss, injury, death or other liability to people or property incurred by the renter, any of the renter's guests, or any other person or organization contracted by the renter to provide any service, food or entertainment before, during, or following the event. The renter agrees to defend, indemnify, and hold harmless POLM, its officers, directors, employees, agents, and contractors from and against any such claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees) incurred in connection with such damage, loss, injury, death or other liability, or by reason of the breach of this Rental Contract, or by reason of any breach by renter of its contract with a caterer or provider of music for the event.
10. Items of any kind must NOT be placed on any facility walls or equipment, or affixed to any floor or ceiling. In no manner will renter permit any employee, guest, or contracted party to deface, damage, or otherwise injure the facility.
11. The renter is fully responsible for all arrangements and any contract entered into with any musician, musical group, or other provider of music. At no time will music be allowed to constitute a nuisance to the public or be allowed to violate any noise ordinance, and the renter remains fully responsible for such compliance.
12. Delivery and pick up of all special equipment brought into the facility are the sole responsibility of the renter. Set up of equipment may take place on the day of event ONLY.
13. Insurance Requirements:
 - The renter and/or their selected caterer may be asked to obtain, maintain and provide proof of insurance with a minimum of one million dollars (\$1,000,000) of General Liability coverage, for bodily injury and property damage claims, including contractual and personal injury liability coverage.
 - Renter will require similar insurance and obtain certificates of insurance from its caterers or other contractors in any way affiliated with the event, providing copies of the certificates upon request.

For Guest Group

Authorized Signature and date

Title or Capacity

For SouthPaw Farms

Authorized Signature and date

Title or Capacity