

Bellwether Church
4624 Old Canton Rd. Jackson, MS 39211

**THE BELLWETHER CHURCH RENTAL TERMS,
CONDITIONS AND USAGE INFORMATION**

Bellwether Church is located at 4624 Old Canton Road, Jackson, Mississippi 39211. Bellwether Church is the Lessor.

TERMS:

- A. Lessee agrees to use and occupy the premises in accordance with all applicable local, state and federal ordinances.
- B. Lessee agrees to the following additional regulations:
 - 1. Bellwether is a non-smoking facility.
 - 2. No open flames are permitted indoors or on the porches of Bellwether. Votive candles may be used, but must be confined to non-flammable votive-holders.
 - 3. No glitter, rice or birdseed shall be used at any occasion, indoors or outdoors, at Bellwether.
 - 4. No nails, tacks, staples or tape shall be used to attach anything to the walls, flooring or ceilings of Bellwether.
 - 5. No furniture or artwork shall be moved or removed at Bellwether without the express consent of Bellwether Property Committee.
 - 6. Absolutely no one is permitted to park on the grass at Bellwether. This includes security personnel, caterers, set up and tear down crews and guests.
 - 7. Clean up and take down immediately after event.
 - 8. No alcoholic beverages are permitted at functions and events at Bellwether.
- C. Lessee agrees to the following hourly usage restrictions, unless expressly granted exception by Bellwether:
 - 1. Monday through Thursday evenings: No usage later than 9:00 PM
 - 2. Friday & Saturday evenings: No usage later than 10:00 PM

*ALL AMPLIFIED MUSIC MUST CEASE BY 9:00 PM
- D. Lessee shall indemnify and hold harmless the Bellwether from any and all costs, claims, losses, expenses, damages and liabilities, including reasonable attorneys and other professional fees, incurred or sustained by the entity arising directly or indirectly from 1) the uses or occupations of the premises and/or 2) breach of this Rental Agreement.
- E. Lessee agrees to contract with Steve Lofton of the Hinds County Sheriff's Department for security in the parking lot.
- F. Lessee shall provide all personnel required to properly conduct the event for which the premises have been rented, including security people, caterers, set up and tear down crews, etc.
- G. Lessee agrees to indemnify and hold Bellwether harmless from any and all loss, damage, injury or theft to persons or property which may occur as a result of moving to and from the leased premises and any other parking site.

- H. Lessee agrees to restore the facility and premises to the same condition in which they were found prior to the rental event, immediately following the conclusion of the event. Failure to do so will result in forfeiture of part or all of the damage deposit, to be determined by Bellwether. Lessee agrees to take good care of the premises and maintain all the personal properties, equipment, furniture and furnishings in good condition during the term of this agreement.
- I. Use of sound & media system is permitted only if operated by Bellwether media team members. Lessee is responsible for making arrangements with the Bellwether media team.

RENTAL TERMS AND CONDITIONS CONTRACT

Send completed application form with payment to:

Name of Group/Event: _____ Date of Event: _____ Time Duration of Event: _____

Type of Event: ___ Business Meeting; ___ Reception; ___ Wedding; ___ Other (explain)_____

Contact Name/Renter: _____

Address: _____

Telephone: _____ Cell Phone: _____ Fax: _____

Email: _____ Expected Attendance: _____

FEES:

___ Rental (\$250) ___ Deposit - refundable (\$250)

___ Security (approx. cost \$100, renter must arrange for security directly, please contact our Sunday security officer Robert Watts at 601-278-3866 to make arrangements)

___ Sound & Media (approx. cost \$100 to \$300 depending on the request, please contact Byron Knight at bknight@bellwetherchurch.org to make arrangements)

___ A check is enclosed for the deposit required to reserve the space (50% of rental plus \$250 damage deposit). I understand that full payment is due 30 days prior to the start of the event.

___ A check is enclosed for the full rental amount and damage deposit. Returned check fee is \$35.

___ I understand that my \$250 will not be returned if I cancel a booked event within 30 days of said event.

CLEANING INSTRUCTIONS

Please read carefully

Lessee agrees to thoroughly clean the facility and premises and restore them to the clean condition in which they were found, including, but not limited to:

1. All furniture must be moved back to its original location.
2. All plants should be placed back where they were found.
3. Any artwork that is moved must be re-hung or placed back in its original location.
4. All floors should be swept clean, including the front and back porches.
5. All bathrooms should be cleaned.
6. All tables should be wiped thoroughly clean.
7. All cups, plates, napkins, glasses, garbage, and any other trash, including from the front and back grounds, should be picked up immediately following the event and properly disposed of in the dumpster.
8. All kitchen appliances that are used must be cleaned, including the stovetop, oven, warming drawer and microwave oven.
9. All food and beverages brought in by Lessee and stored at Bellwether must be removed.
10. Any materials, food, props, etc., left in the facility will be disposed of the following day.

SIGNATURE OF LESSEE

The undersigned acknowledges and represents that he/she has read and understands all terms and conditions set forth in the "conditions for rental." Further, he/she hereby agrees to comply with and to be legally bound by such terms and conditions.

_____ Date: _____
Lessee's Full Name (Please Print)

_____ Date: _____
Lessee's Signature

_____ Date: _____
Lessor's Authorized Signature

Bellwether reserves the right to refuse to lease the facility for any purposes it deems to be detrimental to or not in the best interests of Bellwether. It further reserves the right to refuse to rent the facility on any dates or any time it deems appropriate or otherwise unsuitable for rental. The terms and conditions herein may be modified as agreed between Lessee and Bellwether in writing. Failure to comply with the terms and conditions of this contract will result in additional charges or refusal of Bellwether to allow the event.

Send completed application form with payment to:
Bellwether Church
4624 Old Canton Road
Jackson, MS 39211

FOR INTERNAL USE ONLY

Date Deposit Received: _____ Date Balance Paid: _____

Form of Payment: _____ Key No.: _____

Key Check Out Date: _____ Key Check In Date: _____