

St. Matthews Baptist Church (SMBC)
 3515 Grandview Ave.
 Louisville, KY 40207
 Telephone Number: (502) 896-8882
 Fax Number: (502) 896-0439
 E-mail: sboyer@smbclouisville.org

Event Date:
 Event Name:

Client:
 Mailing Address:
 E-mail:

Daytime Phone:
 Fax Number:
 Contact:

Day/Date	Start/End Time	Location	Function	Attendance	Rental

In consideration for the use of St. Matthews Baptist Church, the Client agrees to abide by the following Terms and Conditions:

General:

- There is no smoking anywhere on campus. This includes immediately outside all entrances.
- All candle flames must be enclosed and/or contained.
- The Client agrees to be responsible for the conduct of any individuals who attend the event.
- The Client agrees to use only areas/facilities designated above.
- The Client agrees to not permit alcoholic beverages, drugs or profanity while using the facilities and grounds.
- SMBC reserves the right to place promotional materials in and around the designated event space(s).

Types of Fees:

There are five types of fees that may apply when using the facility: rental, custodial, equipment, media and wedding director. If the event time or necessary clean up extends the regular work hours of the custodian, custodial fees will be calculated at time and half from that point until the facility is cleaned and secured.

Billing, Payment and Cancellation:

The Client is required to pay 25% of the total estimated balance at the time of signing the contract. This payment will confirm the event date and space and is non-refundable. The remainder is due two weeks prior to the event. Additional fees incurred by the Client will be invoiced to the Client immediately following the event. The Client agrees to be responsible for the payment of court costs and attorney fees incurred by SMBC in the event of any breach of the terms of this agreement.

If requested by SMBC, certificates of insurance must be on file from the Client, its vendors and the vendor's agents, showing that SMBC has been added as additional insured on a comprehensive general

liability policy, on a primary, non-contributory basis. Certificates of insurance must be on file, if requested by SMBC, two (2) weeks before the date of the Event.

SMBC reserves the right to terminate this agreement without prior notice and without refund of booking deposit, in if its opinion, the Client has in the application provided false or misleading information, or the Client has defaulted in providing anything required by the application, or the Client is in breach of any term or condition of this agreement.

Building Uses and Restrictions:

- SMBC has the option to rent other spaces to other clients during an Event.
- Any Event in the Sanctuary or Fellowship Hall requiring sound/AV will require the use of an approved media technician. These are provided by SMBC. There are additional charges for use of some AV equipment.
- The equipment on the stage in the Fellowship Hall cannot be moved.

Food and Beverage:

- No food or beverage is allowed in the Sanctuary. Additional custodial fees will be charged if clean-up is required.
- No alcoholic beverages are allowed at any time.
- SMBC allows any and all vendors to be used within the facility; however, the Client is responsible for payment for any damages any vendors cause to the grounds. Caterers, if not already approved by SMBC, must provide a copy of their business license and liability insurance.
- If the kitchen is used for staging, and there is still room for others to use the kitchen, there will be no fee for use of the kitchen. If the entire kitchen is utilized, there will be a fee.

Planning and Setup/Access to the Facility:

The Client and/or any persons assisting the Client will be provided access to the facility up to three hours immediately prior to the event time for purposes of preparing the facility for the event.; however, the building will not be opened prior to regular building hours. If that access time exceeds three hours, the Client will pay the hourly rate for each additional hour or make additional arrangements with the SMBC Coordinator.

Clean-Up Procedure:

The Client agrees to clean up and leave the facility the way they found it. The Client agrees to pick up and dispose of trash before leaving and replace all furniture to its original location. Clean up must be completed immediately following the event. The Client will be notified of any items left behind. If not claimed in 30 days, they will be donated.

Personal Property:

SMBC is not responsible for damages or loss to personal property of the client, guests, invitees, independent contractors and/or vendors which is left on the premises either before, during or after an event.

Miscellaneous:

The Client agrees to indemnify and save harmless SMBC or its agents from all claims as a result of bodily injury or death to any person or persons or for damage to property of others arising out of the Client's

use of our facility as aforesaid, however caused, as allowed by Kentucky State Law. The Client agrees to reimburse SMBC for any loss or damage to property arising out of their event, however caused.

Church Administrator

Client

Date Signed

Date Signed

St. Matthews Baptist Church Building Use Fees

Rental Fees Area	Member*	Member Associated	Non-Member		
	Hourly Rate	Hourly Rate	Min Fee	Min Hrs	Add'l per Hr fee
Sanctuary	\$0	\$35	\$600	6	\$100
Chapel	\$0	\$25	\$250	4	\$50
Parlor	\$0	\$25	\$75	2	\$25
Courtyard	\$0	\$5	\$75	2	\$25
Foyer; Atrium	\$0	\$25	\$125	4	\$50
Fellowship Hall	\$0	\$25	\$400	4	\$50
Fellowship Hall-1 Only	\$0	\$15	\$100	2	\$30
Gym	\$0	\$20	\$75	2	\$25
Kitchen-Cooking	\$0	\$25	\$150	4	\$35
Kitchen-Staging Area	\$0	\$15	\$150	4	\$30
Classroom	\$0	\$5	\$30	2	\$15

*No charge if event is scheduled within normal campus operating hours; if event is scheduled outside of normal campus operating hours, the member will be charged at member-associated rates.

Custodial Fees Event	Member			Non-Member		
	Min Fee	Min Hrs	Add'l per Hr Fee	Min Fee	Min Hrs	Add'l per Hr fee
Wedding	\$90	6	\$15	\$150	6	\$25
	Member	Member Associated	Non-Member			
All Other Events	\$15	\$25	25			

NOTE: All custodial hours outside of building hours will be invoiced at time and half.

Equipment Fees Item	Member	Member Associated	Non-Member
	Per Unit		
60" Round Table	\$3	\$3	\$5
6' or 8' Rectangle Table	\$3	\$3	\$5
Chair	\$0	\$0.50	\$1

Media Tech Event/Service	Member	Member Associated	Non-Member
	Fee		Fee
Wedding Rehearsal	\$50		\$100
Wedding Ceremony	\$50		\$100
Projector (Sanctuary/FH)-Daily Fee	\$150		\$150
Portable Sound System	\$150		\$300
Setup-First Hour	\$50		\$100
Additional Hours at Event	\$25		\$35