

Matthew 25 Event Rental Application

Renter Information

Name: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Event Information

Date: _____ Time (including set-up/clean-up) Start: _____ End: _____

Will this event be recurring? Yes No If yes, how frequently? _____

Approximate number of guests: _____

Will alcohol be served? Yes No If yes, review and sign alcohol policy _____

Will there be a fee to attend? Yes No If yes, cost per person \$ _____

Would you like Groundswell to cater your event? (25% discount on room rate is offered if you use Groundswell catering) Yes No

Which space would you like to rent?

- Event Space \$200 first hour and \$125 for each additional hour (Capacity 125)
- Kingston Room \$50/hr (Capacity 20) Available during cafe hours or in addition to event space
- Dock Conference Room \$30/hr (Capacity 6) Available during cafe hours or in addition to event space
- Phone Booth \$10/hr (Capacity 2) Available during cafe hours or in addition to event space
- Urban Farm \$200 first hour and \$100 for each additional hour (Capacity 100)

If you wish to rent the Groundswell Cafe space please email groundswell@matthew-25.org and we would be happy to discuss your plans.

Additional Amenities

- | | |
|--|---|
| <input type="checkbox"/> Projector \$40 | <input type="checkbox"/> Bluetooth Speaker \$20.00 |
| <input type="checkbox"/> Stage \$20 | <input type="checkbox"/> Podium/Lectern \$20.00 |
| <input type="checkbox"/> Whiteboard \$20 | <input type="checkbox"/> Table linens \$7.50 each |
| <input type="checkbox"/> Microphone \$20 | <input type="checkbox"/> Room Set-up \$100
(included with catered event) |

Payment

Hourly Room Rate _____ X Number of Hours _____ = _____

Additional Amenities _____

20% Pay It Forward Donation _____

Total Cost _____

If you are an area non-profit or are interested in holding a weekly/monthly recurring event, please contact us about additional discounts. An optional pay-it-forward donation of 20% is added to the final bill to help provide free meals in our cafe for those who cannot afford to pay.

Reservation fee equal to 1 hour of rent is due at time of rental to secure reservation. The remaining rental fee is due 1 week prior to the event date. Checks should be made payable to Matthew 25. Invoices can be sent via Square for online payment by request.

Alcohol Sales and Consumption Policy

Purpose

Matthew 25 has a variety of locations and programs that allow for different types of sales and consumption of alcohol. The purpose of this policy is to lay forth guiding principles for alcohol sales and consumption.

Values

In Matthew 25's vision statement, we seek to create a thriving, connected community. Matthew 25's organizational values include building a sustainable, inclusive future, crossing boundaries and building bridges among diverse groups.

With regards to alcohol, Matthew 25 recognizes that there are a variety of opinions on the health-related impact of alcohol. Some who we seek to keep within our community have struggled with alcohol and felt the personal impact of stifled and ruined relationships and health due to overconsumption and addiction. Others advocate for responsible consumption of alcohol as part of a healthy lifestyle.

In seeking to build healthy communities, Matthew 25 will make room for healthy consumption of alcohol while trying to limit unhealthy use and over consumption. Organizationally, we seek to offer some events and programs that are alcohol free and others where alcohol sales and consumption are allowed. Matthew 25 is guided by our mission, vision and values in how alcohol sales and consumption is practiced.

Principles

The following key principles will be used in determining how, where and when alcohol is allowed:

- All state and federal laws will be followed and appropriate insurance, serving and security practices will be in place.
- We will seek to create an atmosphere where limited consumption is encouraged. If overconsumption becomes an issue, we will consider ways to further restrict use. Practices may include selling a limited number of beverage tickets, increasing per drink pricing, limiting hours of sales and more.
- Alcoholic beverages will be limited to beer and wine. As much as possible, we will support the local economy through selling Iowa products.
- Alcohol is not permitted at youth activity events, nor may alcohol be served to minors.
- No leftover beverages may be left on Matthew 25 premises.
- If Matthew 25 permits alcoholic beverages to be served, but not sold, in connection with the meeting or event, the general liability insurance coverage must include host liquor liability coverage.
- If Matthew 25 permits alcoholic beverages to be sold in connection with the event, the User shall contract with a caterer licensed to sell alcohol. The caterer shall show proof of insurance of \$500,000 for each common cause and not less than \$1,000,000 as an aggregate limit.
- Users may be required to submit evidence that the user is covered by general liability and workers compensation insurance satisfactory to Matthew 25 and that its officers and employees have been named as additional insureds with regard to the use of its space. Such coverage shall be required when the user will sell alcoholic beverages in connection with the event or when special circumstances exist in connection with the event. The general liability coverage must be in the general aggregate of not less than \$1 million and the worker compensation and employers' liability coverage must be in the amount of at least \$100,000 for injury and \$500,000 for disease.
- If in the judgment of Matthew 25 there are special circumstances warranting greater insurance coverage than aforesaid, the outside organization shall obtain such coverage as Matthew 25 requires.

Required insurance certificates must be obtained and submitted to Matthew 25 not less than 96 hours prior to the scheduled wedding, event or meeting

Practices

Currently, Matthew 25 has several potential venues where alcohol will be served or sold. These include Groundswell, Cultivate Hope Urban Farm and Cultivate Hope Corner Store. Allowable serving and sales of alcohol in these locations may include:

- Special events hosted by Matthew 25 venues
- Rentals where Matthew 25 provides alcohol sales or service
- Rentals where a non-Matthew 25 vendor provides alcohol sales or service
- Ongoing sales of local brands at the Cultivate Hope Corner Store

As Matthew 25 continues to grow and refine our practices, this document will be updated.

Approval

Whenever Matthew 25 is involved in activities where alcohol is sold or consumed, a Director level or above position will give approval and oversight in keeping with the above values, principles and practices.

Renter Signature _____ **Date** _____

Matthew 25 Director Signature _____ **Date** _____

Matthew 25 Groundswell Rental Guidelines

Groundswell may be rented for public or private events such as team meetings, performances, and other activities. All rentals shall be governed by the following guidelines.

1. Applications: Rentals shall be requested on the attached application form and shall be approved or denied by Matthew 25 based on these guidelines. Once the application has been approved and the reservation fee has been received, the renter will receive a copy of the approved application as written confirmation of the rental.
2. Scheduling: Matthew 25 reserves the right to refuse use/rental that may conflict with internal programming, daily operations, and already scheduled activities, or that may conflict with the mission, vision, and values of Matthew 25. Scheduling should be discussed with the catering and events coordinator.
3. Responsible Party: The name which appears on the rental application assumes the responsibility for the rental of the space and equipment. All payments, correspondence, insurance certificates, and communications regarding the rental should be made by the Renter
4. Personal Meeting: A face-to-face meeting with the catering and events coordinator before the event to discuss logistics and other details is highly recommended. Please email groundswell@matthew-25.org to schedule a meeting.
5. Advertisement and Promotion: It is the renter's responsibility to advertise and promote their event or exhibition if open to the public. Materials such as write ups and images should be provided to Matthew 25 in order to send out emails, update the website, and inform interested individuals. Promotion of the event should be done early!
6. Set-up: Unless otherwise agreed upon, and paid for, Matthew 25 staff is not responsible for setting up the room. Staff will make all necessary arrangements to have the amount of tables and chairs requested, but will not be responsible for setting them up. Catered events are excluded from this.
7. Clean-up and/or Damage: Renter is responsible for returning tables and chairs as they were found. If the Renter causes damage to the facility or leaves the facility unusually messy, the additional cost of repair or clean-up will be billed to the Renter and payment is due within thirty days after receipt of invoice.
8. Cancellation Policy:
 - Matthew 25 reserves the right to cancel this event at any time without liability. Matthew 25 will issue a full refund of all fees. It is the Renter's responsibility to notify its guests of the canceled event.
 - If the Renter cancels the event (and that cancellation is confirmed by Matthew 25) at least seven (7) days prior to the reserved date, the rental fee will be refunded to the Renter. The reservation fee will be forfeited.
 - If the Renter cancels the event fewer than seven (7) days prior to the reserved date, the reservation and rental fee will be forfeited.
9. A/V Equipment/Additional Equipment: Audio visual equipment owned by Matthew 25 will be operated by authorized Matthew 25 staff. Matthew 25 reserves the right to limit or deny the use of any equipment owned by Matthew 25 or brought in by the Renter.

10. Insurance Certificate: Matthew 25 reserves the right to require an insurance certificate confirming the existence of insurance specifically naming "Matthew 25" as an additional insured party.
11. Supervision: The Renter is responsible for providing adequate supervision of guests during rental. All activities involving children and youth under the age of 18 must be supervised by at least two adults with a ratio of one adult per fifteen youth. Adult supervisors must be at least three years older than the oldest youth. There are no exceptions to this rule.
12. Behavior: The Renter is responsible for making sure guests are respectful of others and Matthew 25 property. Any kind of behavior that might put others at risk is prohibited. This includes but is not limited to: physical fighting, unsafe dancing (moshing or crowd surfing), profanity, bullying, or disrespectful language.
13. Personnel Services: Matthew 25 will assign one appropriate staff member for the event. If additional personnel are requested by the Renter or required by Matthew 25 (for example: if additional supervision or specialized help is needed), Matthew 25 staff may be available for an additional \$30 per hour per staff person.
14. Decorations: All decorations need to be discussed and agreed upon with Matthew 25 staff prior to the rental. Decorations, signs, and posters may not be taped, nailed, screwed, or thumb-tacked to any walls. Certain types of decorations such as confetti, open flames of any kind, and/or decorations incorporating metallic glitter are not allowed. All decorations, signs, posters, materials, and equipment not belonging to Matthew 25 will be removed by the Renter by the end of the rental period.
15. Clean-up: The Renter will be responsible for clean-up and removal of any materials brought in by the Renter. Trash/recycling must be placed in appropriate containers. Renter will leave the facility clean and return equipment used to its original place.
16. Not Responsible for Renter's Property: Matthew 25 will not be responsible for damages or theft of any Renter's property or belongings brought to or left behind in the space.
17. Illegal Substances: Groundswell is a safe, substance free venue. At no time will illegal substances of any kind be permitted on Matthew 25 property (inside or out). Matthew 25 also requests that Renters and their guests not smoke within one block of Groundswell's entrance. If we suspect you are intoxicated, you will be asked to leave the property. The Renter is responsible for ensuring full compliance with this policy.
18. Alcohol: Mathew 25 requires a licensed bartender to serve alcohol when alcohol is sold. The organization renting Groundswell, or the business serving alcohol must be properly insured. Copies of both the license and insurance must be included for this application to be considered. Our full alcohol policy is attached to the rental agreement. This must be reviewed before the application is submitted.
19. Gathering outside the building: As our event space is located opposite a residential building we kindly ask that you prevent your guests from gathering outside the venue during the event to prevent complaints about noise.

The undersigned Renter agrees to abide by the attached "Matthew 25 Groundswell Rental Guidelines", terms of which are herein incorporated and made a part hereof, and specifically agrees to make restitution to Matthew 25 for any damages to Matthew 25 property by any person or persons attending the meeting/event. Renter agrees to hold harmless, indemnify and defend Matthew 25 (including Matthew 25's agents, employees, and representatives) from any and all liability from injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding

areas, for Renter's purposes, regardless of whether such injury or damage results from the negligence of Matthew 25 (including Matthew 25's agents, employees and representatives) or otherwise.

Signature of Renter

Date

Signature of Matthew 25 Staff

Date