

Matthew 25 Event Rental Application



Renter Information

Name: _____ Organization: _____
Address: _____ Phone: _____
_____ Email: _____

Event Information

Date: _____ Time Start: _____ End: _____

Approximate number of guests: _____

Will alcohol be served? Yes No If yes, review and sign alcohol policy (separate form)

Would you like Groundswell to cater the event? Yes No If yes, review catering agreement (separate form)

Which space would you like to rent? (check the box)

- Groundswell Cafe \$125/hr (Capacity 75)
- Main Event Space \$150/hr (Capacity 125)
- Kingston Room \$50/hr (Capacity 20)
- Urban Farm \$125/hr (Capacity 125)
- Hadley Hangout \$20/hr (Capacity 15)

Rental Items Available (No Charge)

- 4 - Round Tables (seat up to 8)
- 7 - Wooden 6' Tables (seat 4-6)
- 8 - Plastic 8' Tables (seat 6-8)
- 20 - Plastic 6' Tables (seat 4-6)
- 6 - Wooden Cafe Tables (seat 2-4)
- 9 - Wooden Slat Room Dividers
- 2 - Green Couches/ 1 Grey Couch
- 4 - Grey Comfy Chairs

The first hour is due upon booking and is nonrefundable.

Additional Amenities and Fees:

<ul style="list-style-type: none">• Projector/TV \$30• Stage \$20• Whiteboard \$10• Podium/Lecturn \$20• Speaker/Microphone \$20• Table linens \$3.50 ea.	<ul style="list-style-type: none">• Centerpieces \$3 ea.• Additional Staff \$30/hr./staff• Room Clean Up Fee \$100.00
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[----- OFFICE USE ONLY -----]

Payment

Hourly Room Rate: _____ x Number of Hours _____ = Rental Fee: \$ _____

Additional Amenities: \$ _____

Total Rental Cost: \$ _____

Invoice Sent: _____ Added to Calendar: _____

If you are looking for a recurring weekly or monthly rental, please contact us for individualized pricing options. An optional pay-it-forward donation may be added to the final bill to help provide free meals in our cafe for those who cannot afford to pay.

Matthew 25 Event Spaces Rental Agreement



Matthew 25 event spaces 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 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 that 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 brittany@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.
6. **Set-up:** Unless otherwise agreed upon with the Catering and Events Coordinator, Matthew 25 staff is not responsible for setting up the room. Staff will make all required preparations to provide the requested number of tables and chairs, but will not be responsible for their setup. This excludes catered events.
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 deposit will be refunded to the Renter. The reservation deposit will be forfeited.
 - If the Renter cancels the event fewer than seven (7) days prior to the reserved date, the reservation and rental deposit 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 nailed, screwed, or thumb-tacked to any walls. Certain types of decorations (such as open flames) 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. **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.
16. **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 do not smoke within 25 feet of Groundswell entrances. 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.
17. **Alcohol:** Mathew 25 requires a licensed bartender or Groundswell staff member to serve alcohol when it is sold. The organization or group renting Groundswell or the business supplying alcohol must have enough insurance. Copies of both the license and insurance are required for this application to be considered. Our comprehensive alcohol policy is included with the rental agreement. This must be reviewed prior to the application being submitted.
18. **Gathering outside the building:** As our event space is located opposite a residential building we ask that you prevent your guests from gathering outside the venue during the event to prevent complaints about noise.

Insurance Requirements for Event Space Lessees

General Liability Insurance

Lessee shall maintain general liability insurance with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate. Matthew 25 must be named as an additional insured on the policy.

Workers' Compensation Insurance

If the lessee employs staff for the event, workers' compensation coverage must be provided with limits of at least \$100,000 for injury and \$500,000 for disease.

Alcohol Service Insurance

If alcohol is served but not sold, the lessee's general liability policy must include host liquor liability coverage. If alcohol is sold, the lessee must contract with a licensed caterer who carries liquor liability insurance of \$500,000 per occurrence and \$1,000,000 aggregate. Proof of license and insurance is required.

Additional Coverage

Matthew 25 reserves the right to require higher coverage limits if special circumstances exist.

Certificate of Insurance

All required insurance certificates must be submitted to Matthew 25 at least 96 hours prior to the event.

The undersigned Renter agrees to abide by the attached "Matthew 25 Groundswell Rental Agreement", 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 _____