



7400 London Avenue Birmingham AL, 35206

Reverend FF. Thomas Beavers, Pastor

Pastor Emeritus, Dr. T.C. Chappell

## NRS FACILITY USE AGREEMENT

Event \_\_\_\_\_

### Terms and Conditions

A reservation/security deposit of \$100 is due upon signing this agreement. The reservation/security deposit will be deducted from the facility fee (see attached). Your event will not be booked on our calendar schedule until the deposit is paid in full.

Please indicate the facility area(s) to be used for your event (check all that apply)

- ☐ Sanctuary
- ☐ Fellowship Hall 1 (capacity 125)
- ☐ Fellowship Hall 11 ( capacity 80)
- ☐ Classrooms/Dressing Rooms
- ☐ Gymnasium
- ☐ Kitchen

The facility Fee is \$\_\_\_\_\_for your event.

Expected Guest #\_\_\_\_\_ Event Date(s) Requested:

Day of the week \_\_\_\_\_ and \_\_\_\_\_ (if required)

Month \_\_\_\_\_ Date(s) \_\_\_\_\_ and \_\_\_\_\_(if required) Year 20\_\_\_\_\_

## PLEASE READ ALL OF THE FOLLOWING BEFORE SIGNING THIS AGREEMENT

NRS will provide the following for your event as part of your facility fee.

- Predetermined number of tables & chairs for your event.
- Access to designated dressing areas (if required)
- Access to kitchen prep area only when selected (see guidelines)

### Payment Schedule

- Reservation deposit at contract signing **\$100 minimum deposit**
- ½ of balance due 60 days prior to event
- Final balance due 1 week prior to event date
- Full payment is accepted at any time

In the event of cancellation your reservation deposit will be refunded.  
Please notify NRS in a timely manner.

### GUIDELINES

If you are NOT a member of New Rising Star Missionary Baptist Church, having completed New Members Orientation you MUST pay the non-members facility fee. NO EXCEPTIONS.

Members of NRSMBBC are NOT permitted to book events for a 3<sup>rd</sup> Party non member of NRSMBBC. NO EXCEPTIONS.

You are responsible for any and all damages or theft to the facility related to your event.

If the grounds of NRS are not respected or are left unusually disordered by you and/or your guest, you will be charged an additional clean up fee of \$100.00

NRS IS A SMOKE & ALCOHOL FREE FACILITY

NRS Calendar Events take precedence. NO EXCEPTIONS.

NRS determines the availability to host weekday events between 10-4pm

Friday evening events MUST conclude by 9pm. All Saturday events MUST be scheduled between 11am -4pm. Saturday events MUST conclude by 6pm. Breakdown and departure completed by 7:00pm. NO EXCEPTIONS in order to prepare for Sunday Worship Services.

Sunday events require prior approval before scheduling and must not conflict with NRS calendar events. Events permitted will adhere to 3 hours total event time between the hours of 3-7pm and the premises vacated by 8pm. \* Musicals/Concerts must also follow the terms above.

NRS strictly adheres to the contracted block of time for your scheduled event. Music selected for your event must be Christian/Gospel music or tastefully selected (non lyrical jazz) and considered appropriate listening for NRS Christian usage. Selected wedding music should be reviewed with the NRS Events Coordinator for approval prior to the ceremony.

Please have your contracted vendors (event planner/consultant, florist) contact the NRS Social Events Coordinator at least 2 weeks prior to the event.

3 hours prior set up time will be allowed for your event. Please coordinate times of entry & departure with the Events Coordinator. 1 hour prior on Sundays due to Worship Services.

NRS expects all event support workers to be courteous to all guests at all time.

I have read and fully understand this agreement and the attached use guidelines and agree to being fully bound by its terms & conditions.





Deposit Amount \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Media Ministry \_\_\_\_\_ Date \_\_\_\_\_

- ❖ Pastor Thomas Beavers
- ❖ NRS Clerk/ Clerical Staff
- ❖ NRS Events Coordinator
- ❖ Media Ministry Leader

CONTACT INFORMATION (PLEASE PRINT)

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## NRS MEDIA SUPPORT

NRS Media Support is available to assist with your event with a minimum of 2 weeks advance notice.

Audio/Visual assistance requires the support of the NRS Media Team.

Our state of the art equipment requires 4 techs to support audio for any event held in the sanctuary of NRS. **Audio Fee Only \$140**

Audio & Visual support team requires 7 techs minimum for any event held in the sanctuary of NRS. **Audio & Visual Fee \$255.00**

Events held in areas other than the sanctuary (Fellowship I & II, Gymnasium) will be charged \$35 per tech as needed to support the event.

**Standard Set-up:** 2 wired or wireless Microphones w/ stands and CD.

**Concert/Musical:** Up to 8 microphones w/stands (6 wired/2 wireless), 6 instrument connections when needed (instruments are not provided), 2-4 monitors.

**Multi-Media:** Includes Standard or Concert set up plus available projectors, DVD players, cameras, & laptop computers. \*\*\*Cameras & computers available in sanctuary only.

\*\*\*Audio/Visual Recordings of events held in the sanctuary available for an additional fee: **Master CD/DVD Format \$10    Additional Copies \$5 each**

**Note: Video recording is performed with 3 pre-positioned cameras**

## A/V Equipment Rental

Projector/Video FH1 \$20                      DVD Player Provided/ Computer Cable

Video FH2 \$10                                  20-27" TV w/ DVD Player

Projector/Video Gymnasium \$30      DVD Player Provided/Computer Cable

Projector/Video Sanctuary \$50      DVD Player, Laptop, UBS, Ipod/MP3

\*\*\* All files must scan for viruses prior to the event or be sent electronically in proper format (wwa, wmv, ppt) 2 days prior to the event. DVD's are required for viewing the day prior to the event

## Event Media Support Request

\_\_\_\_\_ This event does Not require any media support.

\_\_\_\_\_ The following media support is requested for an additional fee as indicated.

- Individual Tech \$35 per person
- 4 Tech Minimum for Audio (sanctuary only) \$140
- 7 Tech Minimum for Audio/Visual (sanctuary only) \$255
- Standard Set-up
- Concert Set-up
- Multi-Media Set-up
- Master Recording DVD \$10
- Master Copies \$5 each \_\_\_\_\_ quantity
- Projector/Video \$10 \$20 \$30 ( priced by location; see above descriptions)

A media support fee of \$\_\_\_\_\_ will be added to your NRS Facility Fee.

Responsible Party Signature\_\_\_\_\_

Media Team Leader Acknowledgement\_\_\_\_\_



Updated 8/15/12

## NRS FACILITY FEES

Area	Members	Non-Members
Sanctuary	\$500	\$800
Gymnasium	\$500	\$800
Fellowship I	\$200	\$500
Fellowship II	\$175	\$350
Kitchen Access	\$100	\$150

### TABLE/CHAIR RENTAL (effective 6/1/11 )

Banquet (long) Tables	up to 5	\$50	each additional \$10
Rounds 60'	up to 5	\$75	each additional \$20
Folding Chairs	up to 10	\$50	each additional \$5

### TABLE/CHAIR RENTAL MEMBERS ONLY





