



Voice Ministries

FACILITY RENTAL AGREEMENT Revised 1/10

1610 S. Nappanee Street Elkhart, IN 46516 | 574 970 9240 phone | www.voiceministries.com

AVAILABLE FACILITIES & FEES

The following facilities are available for rent:

The Grand Horizon Center: 1610 S. Nappanee Street, Elkhart, IN

- [] Auditorium \$500.00 Accommodates 650 seated, can accommodate 1,040
- [] Main Foyer \$1,200.00 Accommodates 300 seated
- [] Fellowship Hall..... \$400.00 Accommodates 240 seated
- [] Kitchen..... \$300.00

- [] Sound Man..... \$75.00 event
- [] Lights / Media \$75.00 event
- [] Cleaning Crew..... \$75.00 – \$150.00 Depending on event size
- [] Tables \$5.00 table Specify amount needed _____
- [] Chairs..... \$1.00 chair Specify amount needed _____

The Camp: 58300 Ash Rd, Osceola, IN

- [] Meeting Rooms (two)..... \$100.00 either Accommodates 30-50 seated
- [] Kitchen..... \$150.00
- [] Grounds \$350.00

HORIZON CENTER DEPOSIT: \$300.00. This will reserve your room for your date and will be deducted from your rental fee.

CAMP DEPOSIT: \$100.00. This will reserve your room for your date and will be deducted from your rental fee.

TABLES AND CHAIRS: \$5.00 per table, \$1.00 per chair. This includes only tables and chairs that Voice Ministries has on hand. If more tables and chairs are needed; it will be up to the applicant to make those arrangements. Voice Ministries does not provide table linens.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Date of Event: _____

Time of Event (start and end): _____ Estimated Number of Guests: _____

Total Room Cost	\$ _____.
Tables and Chairs	\$ _____.
Deposit	\$ 300.00
Total Remaining	\$ _____.
Total received	\$ _____.
	Date received _____

PLEASE READ THE GENERAL RULES ON THE REVERSE SIDE, SIGN AND DATE.

GENERAL RULES OF RENTAL FACILITIES AND GROUNDS:

1. Applicant renting facilities and/or grounds must be present during the entire event / function.
2. Rental of the facilities and /or grounds includes bathrooms, except for the Camp. At the Camp, there could be situations of Applicant renting port-a-pots. The Rental does not include any other rooms, except the Bathroom. **AT NO TIME ARE APPLICANT’S GUESTS ALLOWED TO ROAM THE AREAS OF THE PREMISES THAT ARE NOT RENTED.**
3. Voice Ministries/or their designated attendant: must be present during all set up, and clean up and party events. Any overage of hours outside the time limits already established will be at a rate of \$50.00 per hour, or any part of hour. This will be paid by the Applicant.
4. Cancellation: Must be received 7 days before the event. All money received will be returned.
5. Damages: Applicant is responsible for any and all damages incurred, before, during and after the event until the facility is cleaned and put back in order.
6. Conduct: Applicant must abide by all laws enacted by the State of Indiana City and County of Elkhart for reasonable conduct expected of all residents and their guests at any Voice Facilities, to include the surrounding grounds and within the community. This also includes appropriate behavior inside the facility.
7. Access: All food and party supplies must be brought in through the front doors. Voice Ministries attendant will unlock doors for access.
8. **NO** glitter, confetti, rice, etc. may be used: Bird seed will only be permitted at wedding receptions used outside and swept up and removed. Candles may be permitted, in certain areas. Applicant will be responsible for candle dripping and the clean up of such.
9. Alcohol is **NOT** permitted at any function at either location.
10. Furniture and Supplies: Applicant will be responsible for the security of any furniture or supplies. Applicant will be responsible for putting tables and chairs in their proper place and holders after their event is over.
11. 10:00pm deadline: All functions must vacate Voice Ministries and/or any properties rented **no later** than 10:00pm. Any function exceeding the 10:00pm deadline without prior approval will be charged \$100.00 per hour or any part of the hour or ask to leave.
12. **Hold Harmless:** Applicant and Guest agrees to indemnify and hold Voice Ministries and/or their representative /or agents/or employees, Office and Directors harmless from and against any and all injuries, losses and/or damages sustained by any person, whether associated with the applicant or not, arising directly or indirectly out of or related to the applicant’s use of the facilities or grounds, including any claims based upon the alleged negligence of Voice Ministries, it’s agents, employees, officers or directors.

[] I hereby fully agree to abide by all the terms set forth in the Facility Rental Agreement including the Hold Harmless Agreement.

Renter’s Signature _____ Date _____

Printed Name _____

Return completed Facility Rental Form and check payable to Voice Ministries at least 30 days prior to the event.