



Highlands
Community
Ministries

grow. heal. play.

1228 E. Breckinridge St., Louisville, KY 40204
Isaac Conn, Rental Manager
502/451-3695 x228 rentals@hcmloouisville.org

EVENTDATE: _____
<input type="checkbox"/> Balance Paid or Appointment: _____
<input type="checkbox"/> Security Deposit Paid
<input type="checkbox"/> COI Required? Y or N
<input type="checkbox"/> KY Caterer's License Required? Y or N
<input type="checkbox"/> Driver's License Copy

EVENT SPACE LEASE AGREEMENT

Responsible Adult Name: _____

Event Date: _____ Description: _____

Rental Beginning to Ending Times **including setup/teardown**: _____ (no last-minute exceptions)

Event Beg. To Ending Times: _____ Unlock Door Beg. to Ending Times (optional): _____

Number of People Involved: Adults _____ Children _____

Alcohol Served? ___ No ___ Yes: *50+ Adults or Business/Public event, then Full KY Caterer's License required*

{Caterer's Name: _____ Contact Info: _____}

Event Hall with Stage and Kitchen (choose one or more):	Rate	Choice
Thursday 8am-4pm or 4pm-11pm	\$400	
Friday Night, 3pm-midnight	\$450	
Saturday, 7 hours, lights off and doors locked by midnight	\$550	
Sunday, 2pm-9pm	\$400	
Weekend Package "A"		
Sat., 8am-midnight: Event Hall, Kitchen, Sanctuary, Barret, Edenside, Green	\$1,200	
Friday night for one-hour wedding rehearsal: Sanctuary only		
Weekend Package "B"		
Everything in Weekend Package "A"	\$1,500	
Fri., 3pm-midnight: Event Hall, Kitchen, Sanctuary, Barret, Edenside, Green		
Optional Add-ons to Event Hall Rental:		
Setup and teardown of furniture	\$150	
Use of speakers and mixing board and up-lights	\$50	
Use of Stage/Green Room (if not weekend package)	\$50	
Use of Edenside Room (if not Weekend Package)	\$50	
Use of Barret Room (if not Weekend Package)	\$100	
Use of Sanctuary (if not Weekend Package)	\$150	
Barret Room – Standalone Event		
4-hour stand-alone session (not Weekend package)	\$250	

Total for Rental Space:	
6% KY Sales Tax:	
Security Deposit:	\$100
Total Rental Fee	



Reserve Deposit (minimum 50% of total charges due) \$_____ Paid Date: _____ Type: _____

Balance Due: \$_____ Due Date: _____ Paid Date: _____ Type: _____

Initial Each Line Policy and Requirements: (see also 'Building Usage Policy')

- _____ 50% Reserve Deposit is not refundable (50% of total rental charges not including Security Deposit)
- _____ Balance is due 30 days prior to event; Event date may be cancelled if not received promptly
- _____ Cancellation policy: No refunds within 30 days of event
- _____ A signed waiver for private, individual events is required
- _____ \$100 refundable damage/cleaning deposit is refundable only if 'Building Usage Policy' is followed
- _____ The responsible adult named on this agreement must be in attendance at all times or \$100 security deposit will not be refunded and party will be asked to leave before ending event time.
- _____ Party may not enter before or leave after the designated times or \$100 security deposit will not be refunded
- _____ Admission may not be charged for any private event or party will be asked to leave before ending time.
- _____ Current credit card and valid Kentucky driver's license (or state photo I.D.) is required and copied
- _____ A Caterer with a **Full KY Caterer's License** (not a bartender's certificate) is required for alcohol served for events with 50+ guests. The name and contact information will be provided 30 days prior to the event date.
- _____ BYOB (bring your own alcohol) by guests is prohibited or party will be asked to leave before ending time.
- _____ Teenager Policy: A max of 25 teenagers allowed. One adult in attendance for every 5 teenagers is required
- _____ HCM does not loan out extension cords or any other equipment or event items
- _____ The only kitchen cleaning materials HCM provides is dish detergent and trash bags
- _____ Certificate of Insurance showing "Highlands Community Ministries" as additional insured on date of event for Businesses, Organizations, or Public events is required

By signing this form, we acknowledge receipt of the 'Building Usage Policy' and agree to adhere to all policies, procedures, and fees established for the use of the facility at the Highlands Community Ministries' Campus. If policies are not followed, party may be asked to leave before the designated rental ending time and Security deposit will not be refunded.

Signature: _____ Date: _____

Address: _____ City/State: _____ Zip Code: _____

Contact Phone: _____ Email: _____

Highlands Community Ministries:

Approved by: _____ Title: _____ Date: _____