



**BETHLEHEM  
BAPTIST CHURCH**  
—THE HOUSE OF BREAD—

1415 Franklin Avenue · Bonham, Texas 75418  
 903-583-8061  
 info@bethlehemofbonham.net  
 www.bethlehemofbonham.net  
 www.facebook.com/BBCBonham  
 Rev. Stuart P. Courtney, Senior Pastor

## BUILDING RENTAL AGREEMENT CONTRACT

*\*please print*

EVENT DETAILS		
CONTACT NAME:		
ADDRESS:		
PHONE NUMBER:	CELL:	WORK:
EMAIL:		
DATE OF EVENT:		TIME OF EVENT:
DESCRIPTION OF EVENT:		
EMERGENCY CONTACT:	NAME:	CELL:

**FEES:** (CHECK THE BOX THAT APPLIES TO YOUR NEED)

**BBC Members**

- Funeral (No Charge)
- Wedding (No Charge)

**Non - BBC Members**

- Funeral (\$150.00)
- Wedding (\$200.00)



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## FACILITY USE AGREEMENT:

- The Bethlehem Baptist Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Bethlehem's principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.

## TERMS AND CONDITIONS:

- NO ALCHOLIC BEVERAGES or SMOKING on church property at any time.
- NO FOOD OR BEVERAGES in the Sanctuary. Any damage, or replacement costs due to food or beverage will be the responsibility of the renter. **RENTERS:** Please be mindful of food in the Sanctuary - let those attending your event know there is no food or drink allowed.
- The kitchen is to be left clean – all garbage and recyclables are to be removed from the building immediately after any function.
- The renter is responsible for set-up and break-down for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Facilities Use Committee.
- All areas of the facility should be left as it was found. Kitchen, bathrooms, classrooms etc. At the conclusion of the event, the rental party must sign a completed clean-up check list.

## DAMAGE ASSESSMENT:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

*We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property and to remove any church property and to remove any property brought into the church when the rental period is over. Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract. Approved by Bethlehem Baptist Church, 1415 Franklin Avenue, Bonham, TX 75418:*

Applicant (Renter's Name):		
Applicant (Renter's Signature):		Date:
Applicant's Phone:		
Applicant's Email:		
Emergency Contact Name:		Phone:
BBC Designated Official:		Date:



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## **FUNERALS**

### **BBC MEMBERS:**

- All active and former members can host funerals at Bethlehem for no charge including the use of the Fellowship Hall.
- Bethlehem will provide a flower arrangement and light dinner for the family of active members at no cost. (Family contact must provide estimate of family size at least 48 hours prior to the day of the service and also contact church with funeral arrangements as soon as the information is available.)

### **NON – BBC MEMBERS:**

- Any non-BBC Member who which to have a funeral at Bethlehem must commit to a non-refundable fee of \$150.00 for the following:
  - A \$100 for building use which includes a fee for the Facilities/Audio person that will open and close the church.
  - A \$50 cleaning fee for the cleaning of the Sanctuary and Fellowship Hall.

## **WEDDINGS**

### **BBC MEMBERS:**

- All active and former members can host Weddings at Bethlehem for no charge including the use of the Fellowship Hall.
- The wedding party is responsible for cleaning and restoring dressing rooms/restrooms and Fellowship Hall to the order/manner in which they were prior to arrival.

### **NON – BBC MEMBERS:**

- Any non-BBC member who which to have a wedding at Bethlehem must commit to a nonrefundable fee of \$200.00 for the following:
  - A \$150 for building use, including Sanctuary and Fellowship Hall. Also includes a fee for the Facilities/Audio person that will open and close the church.
  - A \$50 cleaning fee for the cleaning of the Sanctuary.



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## Supplementary Agreement

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Due: \_\_\_\_\_ Reason:  Funeral  Wedding

Payment Received On: \_\_\_\_\_ By: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check/Money Order (Check #: \_\_\_\_\_)

**Please make fees payable to:** Bethlehem Baptist Church

*\*The balance of fees is due no later than four weeks prior to your event for weddings, and at least three days prior to your event for funerals.*

BBC Rep Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection (after event): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the agreement has been given to the applicant after the inspection/paid in full was completed.

Yes  No Mailed on: \_\_\_\_\_ or Hand given to: \_\_\_\_\_