



**NEW FRONTIER OF BARTOW COUNTY, INC.
BANQUET FACILITY - RENTAL AGREEMENT**

Renter Name: _____

Renter Address: _____

Email Address: _____

Contact Number: _____ **Alt. Number:** _____

Proof of Identification: _____

Photo ID Required

Renter #2: _____ **Renter #3:** _____

Number of People Projected to Attend: _____

Date of Event: _____ **Type of Event** _____

Check-in Date/time: _____ **Check-out Date/ time:** _____

THIS AGREEMENT is made by and between the above-named person(s), hereinafter referred to as “renter(s)” and New Frontier of Bartow County, Inc., for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is **\$500.00 (excluding the month of May, which shall be \$600.00)**, and other fees (if applicable) required have been added to this rental amount. New Frontier of Bartow County, Inc. does not charge or require any gratuity charge or tip. The rental fee shall include post event sanitization.

Your event will not be added to the master calendar until you have paid your deposit AND fully executed a signed rental agreement. A signed agreement or paid in full rental DOES NOT constitute a reservation date. The entire rental fee AND the executed agreement must be submitted to a member together prior to the actual event.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$400.00 for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. A non-secured date may be held for forty-eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be received within the forty-eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with: entire rental fee, the security/damage deposit, and other requirements set out herein.

Whereas, a mandatory COVID sanitization and cleaning fee shall be assessed to all rentals in the amount of \$100.00. This fee is non-negotiable and in addition to the Facility Rental Fee above.

Whereas, New Frontier of Bartow County, Inc. is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, hold harmless, and forever discharge New Frontier of Bartow County, Inc., its board, officers, affiliates, agents, servants, employees, personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless New Frontier of Bartow County, Inc., its board, officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the New Frontier of Bartow County - Banquet Facility must be at least twenty-five (25) years and older with no exceptions. This rule is strictly adhered to.

The New Frontier of Bartow County Member holds the power to act solely on behalf of New Frontier of Bartow County, Inc., its board, officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

The New Frontier of Bartow County – Banquet Facility is the sole property of New Frontier of Bartow County and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Conditions:

1. Purpose of Use:

The New Frontier of Bartow County – Banquet Facility may be used for, but is not limited to the following events. Events not listed below are subject to approval by the Membership and Board of Trustees of the New Frontier of Bartow County, Inc.

Class Reunions, Concerts (Gospel and/or Christian), Conferences, Family Reunions/Gatherings, Meetings, Plays/Dramas (Gospel and/or Christian), Weddings & Wedding Receptions, and Workshops.

All others must be pre-approved.

2. Occupancy:

Maximum occupancy for the New Frontier of Bartow County – Banquet Facility is not to exceed 50 persons, until further notice. The total number of persons attending any event must be kept to or less than 50 persons in order to comply with State of Georgia COVID guidelines, fire code, and county regulations. Any unauthorized use of these areas will result in forfeiture of all of the security/damage deposit.

3. Damages:

Damage deposit is fully refundable if the event takes place and the facility is returned in the “same” condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and The New Frontier of Bartow County representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

a. Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings.
- Removal of all trash.

b. Keys to the facility are never provided to renters.

The \$400.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by New Frontier of Bartow County, Inc. until the facility is inspected by the facility’s membership following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within one (1) week following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of New Frontier of Bartow County, Inc. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. **Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$400.00 deposit.** By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$400.00 will result in you forfeiting any future use and/or rental of the facility. Legal action may also be taken against renter(s).

4. Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash, money order, cashier’s check and/or credit card. Payment cannot be made with a personal check. All parties agree that the security/damage deposit cost will be deposited into a business account of the New Frontier of Bartow County, Inc.

5. Cancellations:

If renter(s) cancel for any reason within twenty-one (21) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations. If renter(s) cancels for any reason before thirty (30) days prior to the event date, all parties agree that a \$50.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within one (1) week of cancellation.

If the New Frontier of Bartow County, its board, officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not

due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by New Frontier of Bartow County, Inc., and renter(s) is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

6. Check-in and Check-out Time:

Check-in and check-out times are strictly enforced in order to prepare New Frontier of Bartow County, Inc. for other scheduled events.

7. Set-Up Time:

Set-up will be allowed on the day of the event, unless otherwise agreed upon.

8. Use of Property:

Upon arrival, the responsible party for the rental must check-in with New Frontier of Bartow County membership prior to setup to review responsibilities and policies. The renter(s) will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the setup of the facility prior to, and after the event. Renter(s) will be responsible for taking down any tables and/or chairs at the end of the event. New Frontier of Bartow County staff will not be responsible for taking down any tables and/or chairs at the end of the event. Renter(s) must also remove all trash, and any other items not belonging to New Frontier of Bartow County from the premises. Trash dumpsters are not onsite nor provided for renters.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to New Frontier of Bartow County, Inc. shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$400.00 deposit at the discretion of New Frontier of Bartow County. **New Frontier of Bartow County, its board, officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.**

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 15 youth/teens is required. The sponsoring adult must be present at all times.

Sorry, no pets are allowed on the property of New Frontier of Bartow County, Inc.

9. Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb neighbors in the surrounding area. **IF THE POLICE ARE CALLED, FOR ANY REASON, ALL RENTERS KNOWINGLY AND WILLINGLY FORFEIT THEIR \$400.00 DEPOSIT.**

10. Cleaning/Clean-up:

The New Frontier of Bartow County – Banquet Facility will be delivered cleaned to the renter(s). The renter(s) is expected to return the facility in the same condition as received. No cleaning services are provided during, or after, the event. Renter(s) are responsible for cleaning the facility before check-out time. **If the building is not returned to original condition, renter will knowingly and willingly forfeit deposit.**

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and leave it by the double doors (on the inside of the building).
- c. Put clean trash liners (bags) in trash cans.
- d. Wipe down all tables and countertops.

- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen and refrigerator that was brought by your group.

11. Smoking:

No smoking is allowed anywhere on the property of New Frontier of Bartow County, Inc. (including buildings, grounds, and parking lot). The New Frontier of Bartow County – Banquet Facility is a smoke-free facility. This rule will be strictly adhered to.

12. Alcoholic Beverages:

Alcoholic beverages are allowed, however they cannot be sold anywhere on the property of New Frontier of Bartow County, Inc. (including buildings, grounds, and parking lot). **In compliance with the laws of the State of Georgia, this rule will be strictly adhered to.**

13. Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of New Frontier of Bartow County, Inc. (including buildings, grounds, and parking lot). This rule will be strictly adhered to.

14. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. New Frontier of Bartow County, Inc. must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

15. Decorations:

The following rules are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture or in/on the chairs, tables, or walls, including ceiling tiles
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.
- 4. NO GLITTER OF ANY KIND, OR ANY ITEMS THAT HAVE GLITTER ON/IN THEM.**
- 5. NO SEQUINS DECORATIONS.**

16. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to available space. Absolutely no parking on grass where possible.

17. Hours of Availability:

The hours of availability on Sundays of every Month are 12:00pm until 5:00pm.

The hours of availability Monday through Thursday are 8:00am until 10:00pm.

The hours of availability Friday and Saturday are 8:00am until 2:00am.

18. Wireless Internet Services:

Wireless internet services are NOT available to the renter(s) without prior consent, and usage approval. If approved, wireless internet usage is not an additional fee.

19. Sound and Audio Visual – Equipment Rental:

The following equipment is included in the rental cost.

- One Podium
- Up to 16 Rectangle 6 Foot Tables (or 6 Foot Round Tables available for an add'l fee)

- At least 125 Banquet Chairs

Video equipment and audio services may be available, upon request, AND for an additional fee.

New Frontier of Bartow County – Banquet Facility may not be used for any unlawful purposes. Renter(s) are prohibited from charging door admission, conducting raffles or auctions and/or sell of any articles. Admission/Door charges must be collected prior to the event, and off the New Frontier of Bartow County premises.

New Frontier of Bartow County, Inc. reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

New Frontier of Bartow County - Banquet Facility cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

New Frontier of Bartow County – reserves the right to amend this agreement at any time, and for any reason that the organization deems necessary for the safety and security of the facility and the members of the organization.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to New Frontier of Bartow County, Inc. and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this

_____ day of _____, 20_____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the New Frontier of Bartow County, Inc. in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the New Frontier of Bartow County, Inc.

Renter(s) **Date**

Renter(s) **Date**

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the New Frontier of Bartow County, Inc. so as to permit the Applicant the right to use the Premises at the time or times specified there in.

New Frontier of Bartow County, Member **Date**

New Frontier of Bartow County, Inc. owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the New Frontier of Bartow County, Inc. buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.

Office Use Only	RECEIVED BY:	
Total Rental Fee	\$	Date:
Rental Fee Paid	\$	Date:
Total Deposit Fee	\$	Date:
Deposit Fee Paid	\$	Date:
Balance Due	\$	Date:
Deposit Fee Returned	YES / NO	Date:
If no, Why?		
Deposit Fee Returned	\$	Date: