

Debre Enqu Beata LeMariam Cathedral EOTC

2210 Carter St, Richmond, VA 23222

EVENT SPACE RENTAL AGREEMENT

This Rental Agreement (hereinafter referred to as the “**Agreement**”) is entered into by and between **Debre Enqu Beata LeMariam Cathedral EOTC** (hereinafter referred to as the “**Association**”) and:

Name of Member / Non-member / External Organization

Address

(hereinafter referred to as the “**Lessee**”) for the rental of space at Debre Enqu Beata LeMariam Cathedral EOTC (hereinafter referred to as the “**Event Space**”) for the use of the Lessee and the Lessee’s guests.

In consideration of, and as material conditions of, the rental of the Event Space, the Association and the Lessee agree as follows:

1. MEMBER / NON-MEMBER / EXTERNAL ORGANIZATION. The Lessee is a member, a non-member or an approved external organization of Debre Enqu Beata LeMariam Cathedral EOTC, will be present at the event for its entire duration, and will be responsible for adherence to all rules and regulations. **ALL DOCUMENTS MUST BE IN THE NAME OF THE LESSEE.**

2. RESERVATION. The Lessee hereby reserves the following space(s) at the Event Space:

☐ Event space ☐ Kitchen

for rental on _____, 20____, from _____ to _____ p.m., for a total of _____ guests. The rental is subject to the availability of space and to the restrictions set forth in this Agreement.

3. DEPOSIT & FACILITY FEE. A security deposit and a non-refundable facility fee (in accordance with the attached Rental Fee Schedule, Exhibit B) shall be received from the Lessee, together with a signed copy of this Agreement, by the Association at the Event Space at least 30 business days before the rental date to secure the rental. Checks shall be made payable to “**Debre Enqu Beata LeMariam Cathedral EOTC**” and may be delivered in person or mailed to **Debre Enqu Beata LeMariam Cathedral EOTC, 2210 Carter St, Richmond, VA 23222**. Online payment through Tithely will also be available (opening soon; see eotcbeata.org/giving). If a deposit check is returned by the bank for insufficient funds, the reservation will automatically be void and the Lessee will reimburse the Association for any bank charges incurred. The full deposit will be returned within 7–10 business days after the event, provided the room(s) are returned to their original condition immediately following the event and all other applicable provisions of this Agreement are followed.

4. RENTAL FEE. The applicable rental fee shall be determined according to the attached Rental Fee Schedule (Exhibit B) for the space to be rented. **The rental fee is due no later than 30 days before the scheduled event** and is non-refundable unless the event must be cancelled due to circumstances beyond the control of the Lessee, e.g., damage or utility outages that would render the Event Space unsafe to occupy, or unforeseen extreme hardship on the part of the Lessee.

5. CANCELLATION AND RESCHEDULING POLICY.

Cancellation by the Lessee:

- a. **60 or more days before the event:** full refund of the rental fee and security deposit, minus a \$50 administrative fee.
- b. **30–59 days before the event:** 50% refund of the rental fee; full refund of the security deposit.
- c. **15–29 days before the event:** 25% refund of the rental fee; full refund of the security deposit.
- d. **Less than 15 days before the event:** no refund of the rental fee; the security deposit is refunded.

Cancellation by the Association:

- e. If the Association must cancel due to unforeseen circumstances (e.g., emergencies, natural disasters or safety concerns), the Lessee will receive a full refund, including the rental fee and security deposit.
- f. The Association is not responsible for any additional costs incurred by the Lessee due to such a cancellation.

Rescheduling:

- g. The Lessee may request to reschedule the event at no additional charge if the request is made at least 30 days in advance and the new date is available.
- h. Rescheduling requests made 15–29 days before the event may be subject to a rescheduling fee.
- i. Rescheduling requests made less than 15 days before the event are subject to approval and may result in forfeiting part of the rental fee.

- 6. **SECURITY DEPOSIT REFUND TIMELINE.** If no damage or policy violations occur, the security deposit will be refunded within 7–10 business days after the event.
- 7. **NON-COMMERCIAL USE.** The Event Space may be rented for business or work-related meetings and conferences that do not involve sales, solicitation or other profit-generating activities. (Penalty: forfeiture of the security deposit.)
- 8. **SET-UP & CLEAN-UP.** One hour before the event for set-up and one hour after the event for clean-up are included in each rental at no charge. Additional set-up or clean-up time will be charged at the hourly rental rate. Immediately following the rental, the Lessee shall clean the Event Space and return it to the condition it was in immediately before the rental, in accordance with the attached Clean-Up Checklist (Exhibit A). Furniture must not be moved out of the room it is in and must be returned to its original configuration (Penalty: forfeiture of the security deposit). Pictures or other items on the walls may not be removed for any reason. Nothing may be taped, tacked or nailed to the walls, woodwork, doors, furniture, etc. **No staple guns, hot glue guns, nails, thumbtacks, confetti or glitter may be used to decorate the Event Space.** Use of any of these prohibited items or methods will result in forfeiture of the entire security deposit. Rental furniture or equipment, or furniture or equipment used by a caterer or DJ, may not be placed earlier than one hour before the event and must be removed at the end of the event unless prior arrangements are made (e.g., pick-up by the rental company the following morning). If it is picked up the following morning, all furniture and equipment must be stacked neatly out of the way immediately after the event so as not to interfere with normal operation of the Event Space. The Lessee must be present at the Event Space for both delivery and pick-up of furniture and equipment. The Lessee must turn off all lights and make sure all doors are locked. The Lessee must meet with the Event Space manager or coordinator no later than 7 days before the scheduled event.

Please contact Event Space management for written approval of any items other than tables and chairs. Use of unauthorized items will result in automatic forfeiture of the security deposit.

- 9. **POST-EVENT INSPECTION.** The post-event inspection will take place before the next rental and no later than the day after the rental, unless no member of the Association is available within that period, in which

case the inspection will take place on the next date an Association member is available.

10. **CLEANING & PAPER SUPPLIES.** Supplies located in the Event Space are **NOT** to be used for private rentals, with the exception of toilet tissue, hand towels and tissues in the restrooms. All cleaning supplies, cleaning tools, plates, cups, utensils, etc. must be provided by the Lessee.
11. **SUPERVISION REQUIRED.** Individuals under the age of 16 must be accompanied by an adult in the Event Space at all times. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES.** The Lessee, not the Association, is responsible for the conduct of his or her guests, agents, servants and invitees. However, the Association may immediately terminate the rental, require the Event Space to be vacated and/or immediately cleaned, impose forfeiture of the deposit, and seek any other remedies set forth in this Agreement if the Lessee violates the terms of this paragraph, or if the Lessee or any of his or her guests, agents, servants or invitees engages in theft, damage or destruction of the Event Space or any other Association property, or creates a nuisance.
12. **NO SMOKING.** Smoking is not permitted in the Event Space, the sanctuary or the parking lot. This is a smoke-free facility.
13. **MAXIMUM OCCUPANCY.** By order of the Henrico County Fire Department, spaces within the Event Space have maximum occupancy limits. No private function may exceed the limit for the space rented. The Lessee bears full responsibility for any penalties for violating this order and shall indemnify, defend and hold the Association harmless from any penalty assessed or damage that occurs because of such a violation. See Exhibit B – Rental Fee Schedule.
14. **ENDING TIME.** All Event Space functions must end by 11:00 p.m., and everyone must be out of the Event Space by 12:00 midnight. Only clean-up activities are permitted between 11:00 p.m. and 12:00 midnight, and all guests must leave by 11:00 p.m. (or by the end of the rental, whichever is earlier). Continuing the event or allowing guests to linger will result in forfeiture of the security deposit. The Lessee will make reasonable efforts to ensure that he or she and his or her guests, agents, servants and invitees are considerate of the neighbors and that noise is kept to a reasonable level. A post-event walk-through must be conducted after the event is over.
15. **EVENT RESERVATIONS.** Reservations will not be accepted more than 6 months in advance, except for special occasions discussed with and agreed to by the Association. Reservations are made on a first-come, first-served basis. A reservation will be held for only 48 hours before the deposit is received; if no response is received within that time, the date will automatically be made available to others.
16. **SANCTUARY AND ADJOINING ROOMS.** Rental of the Event Space does not include use of the sanctuary or any rooms adjoining the sanctuary by any event participant at any time during the event, including, but not limited to, the Lessee and his or her guests, agents, servants or invitees. **Use of any of these areas by the Lessee or the Lessee's guests will result in automatic forfeiture of the security deposit and suspension of future rental privileges.**
17. **RESTRICTED AREAS.** Unauthorized use of spaces not specifically included in the rental will result in immediate forfeiture of the security deposit.
18. **PARKING.** Because parking around the Event Space is limited, and so as not to block the adjacent daycare facility or its guests' access to the space in front of the daycare center, rental guests must use street parking once the church parking lot is full.
19. **MEMBERSHIP STANDING.** The Lessee understands that rental of the Event Space is an accommodation extended by the Association to its members, and, upon approval, to non-members and

external organizations. A material breach of this Agreement by the Lessee shall be grounds for the Association, at its option, to suspend or terminate the Lessee's right to future rentals.

20. **HOLD HARMLESS PROVISION.** The Lessee shall hold the members, officers and directors of the Association harmless from any and all damages and/or liability that may arise from the conduct and/or activities of the Lessee and/or the Lessee's agents, servants and guests. This hold-harmless provision includes, but is not limited to, personal bodily injury and/or property damage. The Lessee assumes all risk for any materials, goods, equipment, etc. placed in the Event Space for the entire time they remain there.
21. **INSURANCE.** The Lessee **MUST** obtain a **CERTIFICATE OF EVENT LIABILITY INSURANCE** in the amount of \$1,000,000 from his or her insurance company, naming Debre Enqu Beata LeMariam Cathedral EOTC, 2210 Carter St, Richmond, VA 23222, as the location of the event. This certificate must be provided 7 days before the event. Failure to provide it will permit the Association to cancel this Agreement, and the rental will be cancelled. If cancellation occurs because of a lack of adequate insurance, the security deposit and facility fee will be refunded.
22. **DAMAGES.** The Lessee is responsible for any loss of or damage to the Event Space or other Association property that occurs during the rental. The cost of repairing or replacing any such loss or damage shall be deducted from the security deposit. The Lessee shall reimburse the Association for any repair or replacement costs, door-lock replacement costs and/or additional clean-up costs incurred by the Association that, separately or together, exceed the amount of the security deposit and facility fee. In addition to all other remedies available to the Association, if prompt reimbursement is not made for any costs incurred for repair, replacement and/or clean-up, the Lessee's right to future rentals will be suspended or terminated at the option of the Association.
23. **LEGAL RIGHTS OF THE ASSOCIATION.** The Association may bring suit against the Lessee in a Virginia state court of competent jurisdiction in Henrico County for breach of this Agreement, including, without limitation, failure of the Lessee to reimburse the Association for any costs incurred for repair, replacement and/or clean-up, and/or failure of the Lessee to comply with the hold-harmless provision. If the Association prevails in such an action, the Lessee will be liable, in addition to other damages, for the Association's court costs and reasonable attorney's fees.
24. **SEVERABILITY.** If any covenant, condition or other provision of this Agreement is held to be invalid, void or illegal by any court of competent jurisdiction, it shall be deemed severable from the remainder of this Agreement and shall in no way affect, impair or invalidate any other covenant, condition or provision of this Agreement. If any such covenant, condition or other provision is held invalid because of its scope or breadth, it shall be deemed valid to the extent of the scope or breadth permitted by law.

SIGNATURE PAGE

This Agreement has been read and agreed to by all parties who affix their signatures below.

LESSEE

(Print name)

Date: _____, 20____

(Signature)

Email: _____

Address: _____

Cell phone: _____

DEBRE ENQU BEATA LEMARIAM CATHEDRAL EOTC (“ASSOCIATION”)

By:

(Print name)

Date: _____, 20____

(Signature)

OFFICE USE ONLY

REQUIRED FEES AND PAPERWORK

- Rental fee and facility fee, due 7 days before the event: \$_____

Received by: _____ Check #: _____ Date: _____

- Security deposit, due upon signing of this Agreement: \$_____

Received by: _____ Check #: _____ Date: _____

- Certificate of event liability insurance, due 7 days before the event

Received by: _____ Date: _____

- Event Space pre-event walk-through completed (no earlier than 7 days before the event)

Initials when complete: _____ Date: _____

EXHIBIT A
Clean-Up Checklist

Lessee name: _____

Date of event: _____ Time of event: _____

ALL CHECKLIST ITEMS MUST BE INITIALED BY THE LESSEE AND THEN BY THE INSPECTOR. FAILURE TO THOROUGHLY CLEAN THE RENTED SPACE AND TO LOCK AND SECURE ALL DOORS WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND MAY ALSO RESULT IN ADDITIONAL COSTS TO THE LESSEE.

TRASH:

____/____ (Initials) All trash picked up, placed in tied bags and deposited in the trash totes outside the building. Please do not overfill the totes; if the trash does not fit, please take it with you.

GENERAL CLEANING:

____/____ (Initials) All floors swept. All spills and stains cleaned or removed.

____/____ (Initials) Bathrooms checked and trash removed. Toilets and faucets checked for running water.
Note: The Lessee's facility fee covers cleaning and wiping down of the bathrooms ONLY.

KITCHEN:

____/____ (Initials) All food and drink removed from all areas. No water left running.

____/____ (Initials) Appliances clean, empty and closed, including the refrigerator, stove (stovetop and bottom drawer), dishwasher, sink and microwave.

FURNITURE:

____/____ (Initials) All rental furniture and equipment picked up, or, if arranged in advance, stacked neatly for pick-up the following morning.

____/____ (Initials) All tables and chairs cleaned.

____/____ (Initials) Furniture returned to its original position and configuration.

LIGHTS:

____/____ (Initials) All lights turned off.

DOORS:

____/____ (Initials) All doors closed and secured.

Date inspected: _____ Inspector's signature: _____

Deficiencies noted: _____

Lessee initials: _____

OFFICE USE

Security deposit to be refunded in full: ☐ Yes ☐ No Recommended deduction: \$_____

EXHIBIT B

Rental Fee Schedule

Debre Enqu Beata LeMariam Cathedral EOTC Event Space fees:

Occupancy (guests)	Security deposit	Rate with kitchen use	Rate without kitchen use
Up to 400 (maximum)	\$750	\$2,500	\$2,000
Up to 300	\$675	\$2,250	\$1,750
Up to 200	\$525	\$1,750	\$1,250
Up to 100	\$300	\$1,000	\$500
Up to 50	\$255	\$850	\$350

Additional Items (tables, chairs, tablecloths, etc.)

Item	Price per item	Quantity / size
Chairs	\$2.50	260 (136 white folding chairs, 124 plastic chairs and 109 non-folding metal chairs)
Rectangular tables	\$9.00	36
Round tables	\$9.00	17
Projector screen	\$75.00	TBD
Rectangular tablecloth	\$7.00	TBD
Round tablecloth	\$7.00	120" (quantity TBD)
Spandex chair cover	\$1.00 each; \$0.75 each for more than 100	183
Table runner	\$3.00	TBD
Decorations and entertainment materials	TBD	TBD

Discounts

- Priests and deacons (ከህናት እና ሳይቆናት): free
- Debre Enqu Beata LeMariam Cathedral EOTC members: 25% off
- Non-members: full price

Notes

1. Set-up / clean-up: One hour is allowed both before and after the event for these activities. Additional time is charged at the hourly rental rate and may result in charges against the security deposit.
2. Parking: Parking is restricted to street parking once the parking lot on church property is full.
3. Restrooms: Rentals include use of the restrooms inside the rental space at the front entrance.
4. Unrented areas: Use of areas that have not been rented is not allowed and will result in forfeiture of the security deposit, plus the added cost of the rental rate and security deposit for that space.
5. Payment: Payment may be made with two personal checks: one for the rental fee and one for the security deposit. Make checks payable to **Debre Enqu Beata LeMariam Cathedral EOTC** and deliver them in person or mail them to: **2210 Carter St, Richmond, VA 23222**. Online payment through [Tithe.ly](https://tithe.ly) is opening soon at eotcbeata.org/giving.

Lessee initials: _____