

**THE GATE EVENT CENTER
RENTAL AGREEMENT**

Before completing this form, please submit The Gate Interest Form and have your event pre-approved. This Rental Agreement works together with The Gate Event Center Facility Use Guidelines. By signing below, the Renter confirms that the Renter has received, read, understands, and agrees to comply with both documents.

1. Renter and Event Information

Renter / Organization:

Contact Person:

Mailing Address:

Phone:

Email:

Event Type:

Event Date:

Estimated Attendance:

Rental Start Time:

Rental End Time:

Kitchen Requested:

Other / Special Requirements:

2. The Gate Fees & Deposits

Charge	Amount
Rental — first two (2) hours	\$50 per hour
Rental — each additional hour	\$40 per hour
Kitchen use fee	\$100
Basic sound system & one (1) microphone	\$10 per hour
Stage lighting	Price upon request
Security deposit	\$150
Kitchen deposit, if kitchen is used	\$100
Cleaning fee	\$100
Kitchen cleaning fee, if assessed	\$55

Deposits: The security deposit and, when applicable, kitchen deposit are held to secure the Renter's performance of this Agreement. The Gate may apply deposit funds toward unpaid charges, excessive cleaning, damage, missing property, or other amounts due under this Agreement. Any remaining refundable balance will be returned after the post-event inspection and final accounting.

3. Payments and Deposits

- When this Agreement is signed, fifty percent (50%) of the total rental fees is due. This initial 50% payment reserves the event date and is non-refundable.
- The remaining fifty percent (50%) of the rental fees, bringing the rental fees to full payment, is due no later than fifteen (15) days before the event.

- At least fifteen (15) days before the event, the Renter must also pay all required security deposits and cleaning fees and provide the required Certificate of Insurance and Additional Insured documentation.
- If the Agreement is signed fewer than fifteen (15) days before the event, all rental fees, deposits, cleaning fees, and required insurance documentation are due at signing unless The Gate agrees otherwise in writing.

4. Rental Period, Cancellation Policy and Responsibilities

- The rental period includes all setup, decorating, event activity, cleanup, and removal of the Renter's property and vendor equipment.
- The event must end, cleanup must be completed, and all guests and vendors must leave the premises no later than the Rental End Time stated in this Agreement.
- Control of facility lights and the locking and unlocking of doors will be the responsibility of the applicant/Renter, unless The Gate designates otherwise in writing.
- No exit, doorway, aisle, corridor, fire protection equipment, or other means of egress may be blocked or obstructed at any time.
- Cancellation must be provided to The Gate in writing.
- If written cancellation is received at least forty-eight (48) hours before the contracted Rental Start Time, the initial 50% reservation payment remains non-refundable. Any rental-fee payment made in excess of that initial 50% will be refunded, along with refundable security deposits and any cleaning fees for services not incurred.
- If written cancellation is received less than forty-eight (48) hours before the contracted Rental Start Time, all rental-fee payments are non-refundable. Refundable security deposits will be returned after deduction of any amounts properly due under this Agreement.

5. Facility Use and Prohibited Activities

- Smoking and vaping of any kind are prohibited on The Gate Event Center and Lifegate Church property.
- Possession, consumption, distribution, or sale of alcoholic beverages is prohibited on Lifegate Church property.
- NO OPEN FLAME of any kind is permitted. This includes candles, torches, incense, or similar devices.
- Existing wall decorations, fixtures, artwork, and architectural features may not be removed, relocated, altered, or covered without prior written approval.
- Do not tape, nail, staple, tack, screw, glue, pin, or otherwise adhere or attach anything to walls or historic surfaces. Nothing may be affixed to the stage floor.
- NO GLITTER OR CONFETTI may be used anywhere in The Gate Event Center or on the surrounding property.
- The Renter is responsible for the conduct of all guests, invitees, contractors, vendors, performers, and service providers connected with the event.

6. Insurance Requirements

Renter is required to obtain a one-day Special Event Liability Insurance policy meeting The Gate's insurance requirements. The policy must be obtained at Renter's expense and evidence of the required coverage must be provided to The Gate no later than 15 days prior to the event.

- Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, including bodily injury and property damage.
- Damage to Rented Premises coverage with a limit of not less than \$500,000 per occurrence.
- Lifegate Church of Talent, The Gate Event Center, and the building owner, as applicable, must be named as Additional Insureds for the event and use of the premises.
- Renter must provide a Certificate of Insurance and applicable Additional Insured endorsement(s) no later than 15 days before the event.
- Coverage must include liability for property damage and damage to rented or leased premises. The limit for damage to rented premises must be sufficient for the reasonably foreseeable cost of repair or restoration of the facility's historic stained-glass windows and architectural features, in an amount acceptable to The Gate.
- Caterers, DJs, entertainers, rental companies, contractors, and other vendors may be required to provide their own certificates of insurance and name the required parties as Additional Insureds.
- Certificates of Insurance and Additional Insured endorsements must be provided to The Gate before access to the premises. Failure to provide required insurance may result in cancellation or denial of facility access.

7. Historic Stained Glass and Architectural Features

Renter acknowledges that The Gate contains historic stained-glass windows and other historic or artisan architectural features. Repair or restoration of historic materials may require specialized artisans and may substantially

exceed ordinary replacement costs. Renter shall be financially responsible for damage to the building, stained glass, fixtures, furnishings, equipment, or other property caused by the Renter or by the Renter’s guests, invitees, vendors, contractors, performers, or service providers during the rental period.

8. Damage, Cleaning, and Responsibility for Costs

- The Renter must leave the facility, kitchen if used, furnishings, equipment, grounds, and restrooms in the condition required by the Facility Use Guidelines.
- The Renter is responsible for the actual cost to repair, restore, or replace property damaged during the rental period to the extent caused by the Renter or the Renter’s guests, invitees, vendors, contractors, or service providers. This responsibility is not limited to the amount of the security deposit.
- Required cleaning fees are stated in Section 2. The Renter is also responsible for extraordinary cleaning or damage costs beyond ordinary use and beyond the stated cleaning fees.
- All decorations, food, personal property, rental items, equipment, and trash must be removed by the end of the contracted rental period unless The Gate agrees otherwise in writing.
- The Gate Event Center and Lifegate Church are not responsible for any personal property, decorations, equipment, rental items, or other items left in the facility after the event. Items left behind may be discarded, donated, or otherwise disposed of at The Gate’s discretion.

9. Compliance with Facility Use Guidelines and Law

- The Renter agrees to comply with The Gate Event Center Facility Use Guidelines, posted safety rules, occupancy limits, and all lawful directions of The Gate or Lifegate Church representatives.
- The Renter is responsible for obtaining any permit, license, approval, or insurance required for the event or its vendors.
- The Gate may stop or terminate any activity that creates an unsafe condition, violates this Agreement or the Facility Use Guidelines, threatens property, or violates applicable law. Such action does not relieve the Renter of payment or damage obligations.

10. Assumption of Responsibility; Indemnification

To the fullest extent permitted by law, the Renter assumes responsibility for all claims, liabilities, losses, expenses, damages, demands, and costs arising out of or relating to the Renter’s event or use of the premises, including any bodily injury, death, or damage to property sustained or alleged to have been sustained by any person or entity in connection with the Renter’s occupancy or use of the facility. This responsibility includes the acts or omissions of the Renter’s guests, invitees, vendors, contractors, performers, and service providers. The Renter agrees to indemnify, defend, and hold harmless Lifegate Church of Talent, The Gate Event Center, the building owner, and their respective officers, directors, employees, volunteers, and agents from such claims, liabilities, losses, expenses, damages, demands, and costs.

11. Agreement and Acknowledgment

By signing below, the Renter acknowledges and agrees that:

- The Renter has received and read this Rental Agreement and The Gate Event Center Facility Use Guidelines.
- The information provided in this Agreement is complete and accurate.
- The person signing has authority to enter into this Agreement on behalf of the Renter or organization named above.
- The Renter accepts financial responsibility for amounts due under this Agreement, including applicable fees, cleaning, damage, repair, and restoration costs.

Renter / Authorized Representative Signature:

Date:

Printed Name:

Organization:

The Gate Authorized Representative:

Date Approved:

Total Rental Fee / Charges Due:

Payment Received / Date:
