



The Vision Center

By way of Empowerment Church of Jacksonville
6859 Lenox Ave. Jacksonville, FL. 32205

Bishop & Lady
Kirkpatrick
CEO/FOUNDER

EVENT RENTAL AGREEMENT

Home to: Empowerment Church of Jacksonville • VC Kuts & Styles • Floridapcrepair.net
The Kozy Cafe and More!

Name : _____ Phone: (____) _____ - _____ E-Mail Address: _____

Date of Event: ____/____/____ Occasion _____

Time of Event: _____ How many attendees: _____

Room: Multi Purpose Kozy Café Board Room Outdoors (Circle One)

Total Rental Amount: _____ Deposit: _____ (At least 50%) Balance: _____ Due By: _____

ALL RENTAL SPACE MUST BE RETURNED IN THE SAME CONDITION AND SET-UP PRIOR TO RENTAL OR CLEANING DEPOSIT **WILL NOT** BE REFUNDED.

The Vision Center by way of Empowerment Church of Jacksonville, Inc. is not responsible or liable for any damages, accidents, or incidents caused by the Renter and the renter's party; in the parking lot, backyard, or inside The Vision Center _____ (initials)

PLEASE INITIAL EACH SECTION

- A 50% deposit is required to reserve the space. The balance is due 14 days prior to the event. Failure to pay the balance on time will result in the cancellation of event and the forfeiture of ALL payments.

- CANCELLATION OF EVENT: I agree to notify TVC if I plan to cancel my event 14 days prior to my event. Failure to notify TVC of event cancellation will result in the forfeiture of ALL payments. Only ½ amount of monies are reimbursed (allow up to 10 working days to have payment mailed to you) with 14 day notice prior to event. _____
- A \$75.00 cleaning deposit is due prior to the start of your event. It is refundable provided the space in left in its original condition. The renter will be reimbursed the cleaning deposit 24-48 hours after the event pending an inspection. _____
 - All floors must be swept, clean from debris, trash, etc. Any chairs /tables used clean. _____
 - Any tables and chair used are to be folded and placed against wall near back exit. _____
 - All walls must be clean and clear from any thumb tacks, push pins, decorations, etc. _____
 - Trash cans in multipurpose room are to be emptied. _____
- **NO ALCOHOL OR SMOKING** on the premises. If found doing so, the cleaning deposit will not be reimbursed and the renter and guests may be asked to vacate the premises. _____
- No provocative music, no profanity in music. _____
- No inappropriate dress (exposing body parts, attire too short, etc.) _____
- **Stove/oven Use (\$30.00 liability purposes). NO FRYING.** _____



(Continued from front)

- **The event must be completed and the space cleaned up and returned to its original state by the end time listed on this contract.** Failure to end the event and return it to its original condition (clean up) by the scheduled time will result in additional fees. **Additional Time:** It is \$50 an hour for additional time if available. If there is an event after your event, no additional time will be allowed. _____
- I agree to hold any guests or hired personnel to the above rules. I also agree to be held responsible for the conduct of guests at all times. Any violation of this contract renders this contract null and void, and any fees or deposits paid will not be returned. In the event that violations occur during the event, management reserves the right to ask renter and guests to vacate immediately and no refunds or deposits will be returned. _____
- The renter and all guests must remain in room that was booked, kitchen and or bathroom at all times. Guests are not permitted to wander to other parts of the building or loiter in parking lot or surrounding areas. _____
- There will be no events past 10:00pm...including clean up time. _____

By signing here I agree to all of the guidelines and rules of renting here at THE VISION CENTER by way of EMPOWERMENT CHURCH OF JACKSONVILLE.

Renter/Sponsor's Signature

____/____/_____
DATE

TVC Management

____/____/_____
DATE