

## Bethany Church - Rental Agreement

**i** Bethany Church is a House of Worship and we request that you respect it as such. Please refrain from using profane language, consuming alcoholic beverages, standing on the pews or seating, and participating in physical altercations on the premises.

### Insurance Requirements:

**Liability Insurance:** Every organization that uses any Bethany Church facility is required to have adequate liability insurance. The limit for such general liability coverage must be a minimum of \$1,000,000.

This required minimum amount may be increased by Bethany, depending on the size of the event and the risk involved. The organization must assume responsibility for any damages, theft, or loss to Bethany's property/belongings incurred because of the event.

The copy of the certificate of liability insurance must name Bethany Church (its officers, directors, staff, and employees) as additional insured.

If you are bringing trucks, buses, etc., we require proof of adequate automobile liability coverage.

Failure to show adequate proof of insurance to Bethany's satisfaction by the deadline date can cause the event to be canceled and this Contract terminated by Bethany administration in its sole discretion with no further liability or obligation to it.

**i** Have understood and will provide proof of adequate liability insurance to Bethany Church by the date provided below:

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Initials**

## Americans with Disabilities Act (ADA):

Bethany has accommodations for persons with disabilities attending an event. There is ample handicapped parking as well as ramps at every entrance. There is not a ramp to our stage; however, you may place a detachable ramp onto our stage for use during your event to accommodate persons with a physical disability.

## Security and Crowd Control:



The organization is responsible for contacting the appropriate persons for security and for providing payment for security.

Role of Security: We require security to assist with crowd control inside and outside the building during and after your event. We also require security to patrol inside and around the outside of the building to prohibit inappropriate activity.

We maintain the right to request you use the same security detail that we use for our weekend services. Lastly, we require security to assist with building evacuation after a program has ended.

For events at Bethany's South Campus: Contact Chuck Webb of the Baton Rouge Sheriff's Department @ (225) 907-8676 to schedule security

For events at Bethany's North Campus: Contact Assistant Chief of Police Randall Dunaway at (225) 775-6000 (office) or (225) 317-1022 (mobile).

**Fire Exits:** No doors of the facility can be blocked. A Bethany representative will advise the organization of any violation of this and will require the rearrangement of the setup.

**Fire Marshal Capacity Limits:** When the crowd reaches fire marshal capacity limits, Bethany administration has the authority to prohibit any additional people from entering the facility. Bethany has the right to lock the doors to prohibit anyone else from entering.

**Note:** It is imperative that visitors be urged to drive carefully on the campus of Bethany at all times.

## Lost and Found:

Any property of the organization that is brought to the church must be picked up immediately following the event. Please ensure that everything has been picked up before leaving the campus. These include items such as CD's, DVD's, slideshows, music stands, diploma holders, floral arrangements, cap and gowns, etc. If any items are accidentally left behind then we will contact you.

However, if they are not picked up within one week then they will be discarded.

If any personal belongings such as keys, purses, and wallets are left behind: We will do our best to contact the owner to come and pick them up. If we are not able to reach them, then we will hold onto these items until they stop by the church to retrieve them.

Please contact the Event Coordinator for the location of these items.

## Production:

Bethany Church production equipment may only be operated by Bethany staff or Bethany approved personnel. Therefore, if any production is needed for your event, you will be required to pay for those services. In the case that your event travels with its own production equipment your requirement is then that you pay two Bethany production employees to be present during your event to monitor any operations that take place. Bethany requests that you follow and honor any further agreement, verbal, written, or otherwise, made between yourself, the Event Coordinator, and the Production manager of Bethany Church regarding production equipment.

\_\_\_\_\_ **Initials**

**Music:** No secular music can be played in any part of our facility. Any music to be played, for an event other than music sung by an approved artist, must be submitted to Bethany for approval NO LATER THAN TWO WEEKS PRIOR TO EVENT. NO EXCEPTIONS.

\_\_\_\_\_ **Initials**

**Production Requests:** For planning purposes, please make sure decisions for sound and video needs have been made NO LATER THAN TWO WEEKS PRIOR TO EVENT. NO EXCEPTIONS.

\_\_\_\_\_ **Initials**

**Note:** No lapel microphones are available for use.

## **Advertising, Promotions & Sales:**

Bethany Church is only responsible for the advertisement of its own events. To prevent conflicts with our own church events we will not advertise your event during weekly services, on our website, in our lobbies, or on our properties. Please refrain from soliciting on our campuses. Advertisement of your event must take place using your own outlets.

However, Bethany's television station, WLFT, will advertise your event for a fee. Contact WLFT for further details. Call (225) 774-1700 Ext 1001 or email Dr. Fry at [dr.fry@wlft.com](mailto:dr.fry@wlft.com).

\_\_\_\_\_ **Initials**

Bethany will sell tickets on a limited basis only if requested and will only sell them if tickets are sold at general admission pricing. Permission must be granted by the Event Coordinator before releasing Bethany Church's phone number on ticket sales. The Bethany Church logo may not be printed on any tickets. A \$100 administration fee will be added to your final cost for ticket selling purposes.

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All programs, promotions, sales, and media must be approved by Bethany administration.

This includes, but is not limited to following:

- Products, books, and concession stand sales.
- Any media assigned to advertise this event or present at this event

\_\_\_\_\_ **Initials**

The Bethany Church logo may not be used on any advertisement. Bethany is allowing the use of its facilities but will not promote your event as its own except for special cases.

\_\_\_\_\_ **Initials**

## Vendors

Bethany Church requests a list of all vendors participating in your event beforehand. All vendors selling products must send the Event Coordinator a product list and pay a \$25 fee. It is your responsibility to inform the vendors.

\_\_\_\_\_ **Initials**

## Client Responsibilities & Guidelines:

Please advise all attendees of all of the following guidelines. The organization will be held responsible for the adherence to these guidelines by all attendees, invitees and guests.

\_\_\_\_\_ **Initials**

- i** No smoking or consumption of alcohol is allowed in any area of the facility.

### Access:

Please communicate with the Event Coordinator in advance when you need access to the building so that arrangements may be made.

### Clean-up:

- i** It is the responsibility of the Client/organization/school to ensure that all clean-up is done. (It is not the responsibility of Bethany Church staff).

If excessive clean up is needed after the completion of your event due to the stage activity, an additional **\$100** will be added to the original cost. For example, excessive clean up would need to take place if confetti was dispersed from the stage or if large amounts of liquid are sprayed onto the audience.

**No refreshments in main auditorium.** Food and drink (yellow or clear liquids only) are allowed only in designated areas of the facility, upon approval during the contract negotiation process.

\_\_\_\_\_ **Initials**

The Client/ organization/ school \_\_\_\_\_ are required to provide their own staff personnel to do the following:

- Pick-up and dispose of all trash on the stage, pews/chairs and floor in the Main Auditorium and in any other room that is used. (This includes, but is not limited to: cardboard boxes, bulletins, name cards, clothes hangers, plastic bottles, gum wrappers, tissues, etc.).
- Any unwanted flowers or decorations must be disposed of as well.
- Pick-up any clothes hangers and personal items that are left in the restrooms.
- All bags of trash must be placed in the dumpster that is located behind the building.

### **Deliveries:**

- i** All deliveries or drop-offs must be made during Bethany Church office hours: Office hours: 8:00 a.m.–5:00 p.m., Monday through Friday.

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- Items delivered more than one week prior to the event will not be accepted.
- All deliveries must be clearly labeled with the organization and contact's name and telephone number.
- After the event, the organization is responsible to ensure that all pickups occur immediately after the event.
- Bethany will not be held responsible for anything left after the event.

### **Setup & Decorations:** (Tables and chairs are available upon request.)

The organization is responsible for the following:

- Set up of all resources and equipment.
- If renting tables and chairs, the organization is responsible to set up and break down immediately following the ceremony.

Please advise all attendees of the following:

- Fresh flower bouquets are allowed inside the sanctuaries.

- Flowers in vases *are not allowed*.
- No balloons are allowed inside the sanctuaries.
- **Candles of any kind *are not allowed***
- Glitter/Confetti/Birdseeds *are not allowed* in any area of the facilities.
- Glitter on signage is *not allowed*
- Tape/adhesive *are not allow* the adhesive damages the church pews or walls.

<u>North Capacity*</u>		<u>South Capacity*</u>		<u>Warehouse Capacity*</u>	
SANCTUARY (seating for 4,955)	5,895	SANCTUARY(seating for 1800)	2,000	Warehouse	504
NEW GYM (bleachers)	600	B-KIDS AUDITORIUM	200	OTHER	
B-KIDS AUDITORIUM	120	T2 A T2 B	50/50		
PRAYER CHAPEL	300	T3 A T3 B	50/50		
RECEPTION HALL	250	OTHER			
SWEETIE'S**	150				
TRC	150				
OTHER _____					
**Scheduling limited					
					*Capacity is based on number of seats to max out the room

## Hold Harmless / General Provisions:

To the fullest extent enforceable under applicable law and whether arising out of contract, tort, breach of warranty (express or implied), breach of contract, strict liability, the negligence or fault of any persons, parties, or entities, and/or any cause whatsoever, and irrespective of any pre-existing conditions, whether such conditions be patent or latent or whether any Indemnified Party hereunder may be alleged or proven to have been negligent (whether such negligence be active, passive, sole, joint, concurrent, comparative contributing or gross) or otherwise legally liable (with or without fault or whether strictly liable or in breach of any warranty) the organization shall protect, defend, indemnify and hold harmless Bethany Church (a.k.a. Bethany World Prayer Center), its affiliates, subsidiaries, joint ventures, co-owners, successors and assigns and their respective directors, officers, employees, agents and insurers (each, an “Indemnified Party”) against any loss, liability or damage incident to claims, demands or causes of action of every kind and character whatsoever, including without limitation attorneys' fees and costs, related to or arising in connection with bodily injury, illness, death, damage to or loss of property of the organization, its affiliates, subsidiaries, co-owners, successors and assigns and their respective directors, officers, employees, agents together with the invitees, attendees and guests of any of

the foregoing (the "Organization Group") and any third party or other person whatsoever, arising out of or related to this Contract.

In support of the indemnity obligations above and in addition to all other covenants and obligations under this Contract, the organization agrees, at its own cost, to obtain and maintain, while this agreement is in force and effect, insurance policies sufficient to comply with the covenants and conditions set forth therein.

Each article set forth in this indemnification shall include reasonable attorney's fees, court costs, costs of investigation and other legal costs and expenses of any nature whatsoever associated with the loss, liability or damage which the indemnity has been indemnified, and any and all costs and expenses incurred in the enforcement of this indemnity.

Bethany shall not be liable to any person, including the organization and any other members of the Organization Group, for loss of use, profits or any indirect, incidental, consequential or special damages arising out of or under this Contract.

This Contract creates no lease, license or other rights in the real property owned, occupied or controlled by Bethany. If the facilities requested hereunder are not available, Bethany reserves the right to substitute other available facilities in its sole discretion.

Bethany's obligations hereunder are expressly conditional upon performance by the organization of all its obligations hereunder, including without limitation, the timely delivery of all deposits and other amounts due hereunder. In the event of a breach by the organization, Bethany shall have the right, in addition to all other remedies available to it in law or in equity, to terminate this Contract and retain all deposits, whereupon Bethany shall have no further liabilities or obligations hereunder.

If any provision of this Contract shall be declared invalid or unenforceable, the remainder of this Contract shall continue in full force and effect. This Contract may be executed in more than one counterparts, each of which shall be deemed an original, but altogether shall be only one document. This Contract supersedes and replaces any prior agreements between the parties with respect to the subject matter hereof.

I have read and understood the information contained in this contract. I acknowledge that this contract is legal and binding and that no modifications can be made to this contract unless both parties agree in writing. I agree to all the terms stated.

\_\_\_\_\_  
**Bethany Administration Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Organization Representative**

\_\_\_\_\_  
**Date**



## **Contact Information:**

### **BETHANY TELEPHONE:**

**(225) 774-1700 (North Campus)**

**(225) 293-2100 (South Campus)**

### **BETHANY FAX:**

**(225) 774-2335 (North Campus)**

**(225) 293-7932 (South Campus)**

*Note: All Correspondence must be faxed to the attention of “Events Department”*

### **NORTH CAMPUS ADDRESS:**

Bethany Church  
13855 Plank Road  
Baker, LA 70714

### **SOUTH CAMPUS ADDRESS:**

Bethany Church  
11107 Honore Lane  
Baton Rouge, LA 70810

