



Church of the Open Bible, Siparia

Use of Facilities Agreement

Tel: 280-0724/270-4188

THIS AGREEMENT is made this _____ day of _____, in the year of Our Lord, Two Thousand and _____ between **THE CHURCH OF THE OPEN BIBLE, SIPARIA** (hereinafter referred to as “the Church”) of the One Part and **Name:** _____ of **Address:** _____

Email: _____ **Telephone Contact:** _____ of the Other Part (hereinafter referred to as “the Licensee”).

The Church of the Open Bible, Siparia has agreed to grant your request for the use of:

[] Main Sanctuary

[] Multi-purpose Hall

[] Other _____

Date: _____ Starting Time: _____ Ending Time: _____

Purpose: _____

FURNITURE/EQUIPMENT REQUESTED

No. of Tables: _____ **No. of Chairs:** _____ **Stove:** Yes No

Fridge: Yes No **Multi-media Projector:** Yes No **Sound System:** Yes No

ADDITIONAL PERSONNEL

The above rates for the main sanctuary are based on the provision of one sound reinforcement operator. Additional fees will be added if additional personnel are needed. Please indicate whether your event requires additional personnel, how many and what functions they are required to perform.

Approval is granted subject to the following terms and conditions which must be complied with:

1. Payment of a rental fee of \$ _____.
2. Payment of a caution fee of Five Hundred dollars (\$500.00) upon the execution of this agreement, which shall be altered or withheld to cover any damage to, or loss of, items at the facility or for failure to comply with any condition of this agreement. Where the Caution fee is insufficient to cover such cost, the Licensee shall be responsible for making good any damage done to the property of the Church during the term of the license. The Caution fee shall be refunded after the event if the Facilities Manager/Custodian certifies that no damage or loss was suffered.
3. Fifty percent (50%) of fees are to be paid upon confirmation of booking. Balance to be paid at least twenty-four (24) hours before the event.
4. All events are expected to harmonize with the culture and policies of the Church and must not create any hazard or impose undue hardship on the Church, its staff, or visitors. All events must also be in compliance with any existing regulations of the Government of Trinidad & Tobago. The Church reserves the right to refuse use to any individual or organisation at its discretion.
5. Smoking, alcohol use, worldly music, any kind of offensive behaviour and/or illegal activity is strictly prohibited on the premises.
6. The Licensee shall not attach any decorations, ornaments, posters and or other memorabilia on walls, ceiling, floor, or furnishings. Only decorative props which are free-standing in nature shall be permitted.
7. The Licensee shall ensure that the noise levels are contained within an acceptable level so as not to create a nuisance to others.
8. The Church shall not be liable for the loss of electricity, water, or such other occurrence on the day of the event.
9. The Licensee shall be responsible for gathering and placing all garbage and other remains from items used in proper bags for disposal and ensuring that the premises are left in the same manner in which it was found, including the arrangement of furniture. The Licensee shall remove all decorative props on completion of the event.
10. The Licensee shall indemnify the Church against claims, actions, proceedings and/or other matters resulting from any acts and/or omissions of the guests of the Licensee.
11. The Church reserves the right to cancel the booking at short notice, when deemed absolutely necessary in the public or national interest, in consultation with the Licensee.
12. This agreement may be modified, amended or varied by mutual consent in writing at any time and for any period.

13. The following schedule of rates is considered part of this contract. The Licensee hereby agrees to the terms therein.

DAILY RATES (Please tick where appropriate)

- Main Sanctuary **\$2,000.00**
- Multi-purpose hall **\$1,500.00**
- Main Sanctuary & Multi-Purpose Hall **\$3,000.00**

OTHER FEES

- Sound **\$600.00 p/room**
- Multimedia **\$300.00 p/room**
- Caution Fee **\$500.00**

The above fees will be waived for funerals if an offering is taken for the Church. Depending on the nature of the event if additional personnel (e.g., streaming, musicians, stage management) are required, additional fees will be added at the discretion of management.

ADDITIONAL FEES FOR WEDDINGS/FUNERALS

1. **Officiating Minister** - appropriate honorarium
2. **Counselling Fee** - appropriate honorarium
3. **50% of fees are to be paid upon confirmed booking.**
 - Keyboardist/Musician** - \$300
 - Late Fee (applicable to late arrival at Weddings ONLY)** - \$500 refundable deposit is required. A 15-minute grace period is allowed, after which your deposit will be forfeited. Refunds can be collected one (1) week after the event.

MEMBERS' RATES

50% of the daily rate except for funerals which would be entirely free, where the deceased was a member.

IN WITNESS WHEREOF the duly authorized officer of the Church and the Licensee have hereunto set their respective hands the day and year first hereinabove written.

Signed and delivered by

**Duly authorized officer,
 Church of the Open Bible, Siparia**

The Licensee

I.D./D.P./P.P.#

FOR OFFICIAL USE ONLY

	Date Paid	Initial
Total Fee:		
Amount Paid:		
Balance Due:		

COMMENTS ON CONDITION OF PREMISES UPON COMPLETION OF EVENT:

- Damage to, or loss of, items Yes No _____
- Failure to comply with any condition of this agreement. Yes No _____
- Placed all garbage and other remains from items in proper bags for disposal Yes No _____
- Ensured that the premises were left in the same manner in which it was found, including the arrangement of furniture and removal of all decorative props Yes No _____

Church Administrator/Custodian

Date