

FACILITY USE & FOOD SERVICE REQUEST APPLICATION

Covenant Presbyterian Church

1000 E. Morehead, Charlotte, NC 28204-2888

TEL: (704) 333-9071

FAX: (704) 334-7496

To reserve a room and to make a food service request:

1. **Book a room** with Michelle Williamson (michelle.williamson@covenantpresby.org).
2. **Book a cook** by contacting our Food Service Manager, Kelly Vass at 704-804-7590 or Kelly.vass@covenantpresby.org. You **must** be on the Food Service calendar to have an event catered. Food service events must be booked 30 days prior to the event.
3. **Set the menu, pricing, and estimated number of plates needed with Kelly.** She will establish a deadline for you to confirm a final count for the number of plates, for which you will pay.
4. **Pay the invoice.** You will be billed separately for the Room Fee & Food Service Fee. **The Room Fee must be paid prior to the event.** Food Service charges will be billed to you after the event occurs. Payment requested net 10 days.

Please call Michelle Williamson if you have ANY questions. Thank you for allowing us to host your event!

Today's date _____

Name of Group: _____

Is this organization For Profit or Non-profit? Non-Profit Tax ID # _____

Do you have liability insurance? Yes No If yes, please attach a copy of the certificate.

Contact Person: _____

Contact phone: _____

Fax: _____

E-Mail Address: _____

Address: _____

Room/s requested: _____ Date/s needed: _____

Estimated Number of people: _____ Food Service Required Y/N? _____

Time space use will begin: _____ Time space use will end: _____ Food Serving Time: _____

Purpose of event?: _____

Equipment needed:

# _____ Chairs	_____ LCD projector (<i>extra fee</i>)	_____ Screen	_____ Easel
# _____ Round Tables	_____ Piano	_____ PA/Microphone	_____ Lectern
# _____ Long Tables	_____ Extension Cord	_____ TV/DVD	_____ TV/VCR

Other needs: _____

Please attach a diagram of the room set-up and location of items that you need.

Obligations of the Applicant. The Applicant agrees to:

- (a) Pay within 15 days prior to the date of the event
- (b) Use the Facilities in a safe and orderly manner, only for the Permitted Use, and in accordance with all applicable laws, regulations and rules, including the CPC Facilities Space and Use Rules and Regulations, a copy of which is attached.
- (c) Keep and maintain the Facilities and the Church in good, safe, and first-class condition; not in any way damage, deface, or alter the Facilities; and repair any damage to the Facilities or property caused by Applicant’s use of the Facilities. Notwithstanding the foregoing, the Applicant may make alterations to the Facilities that have been approved by the Designated CPC Representative.
- (d) In accordance with Covenant’s commitment to honor and respect God’s creation we have established a recycling policy. Please utilize the red recycling bins throughout the facility maintaining the county’s single stream recycling requirements. Signs have been posted near the bins for further recycling guidelines.

Insurance and Indemnification. The Applicant shall maintain commercial general liability insurance that shall protect the Applicant from claims of bodily injury or property damage which arise from performance under this Agreement including the use of Facilities. The policy limits of such insurance shall not be less than \$1,000,000 each occurrence/\$2,000,000 aggregate. Certificates of such insurance will be furnished by the Applicant to CPC and shall contain the provision that CPC be given 30 days written notice of any intent to amend or terminate by either the Applicant of the insuring company. The Applicant agrees to indemnify, defend and hold harmless CPC, its agents, officers, employees, volunteers and assigns from and against all claims, losses, costs, damages, expenses, attorneys’ fees and liability that it may sustain arising from or connected with the Applicant’s use of the Facilities.

Termination. Either party may cancel any scheduled use of the Facilities, or the entire Contract, at any time prior to two business days of the scheduled use of the Facilities in which the application fee shall be returned to the Applicant. In addition to any other legal remedies available to CPC, the Designated Representative may terminate this Contract at any time by written or verbal notice to the Applicant for failure of the Applicant to fulfill its obligations under this Contract, in which case the application fee shall not be returned to the Applicant.

Responsibility of Individual Signing this Contract on Behalf of Applicant. The individual signing this Contract on behalf of the Applicant confirms that he/she is authorized to execute this Contract on behalf of the Applicant and agrees to be individually responsible for Applicant’s compliance with this Agreement, including, without limitation payment of all fees and costs associated with repairing any damage to the Facilities or Property.

APPROVED AND AGREED TO:

APPLICANT:

Applicant’s Name

Authorized Representative

CPC:

By: _____
Designated CPC Representative

Date: _____