



2364 E Cumberland Street • Philadelphia, PA 19125  
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## **RENTAL AGREEMENT**

This Rental Agreement ("Agreement") is entered into on this day \_\_\_\_\_, by and between \_\_\_\_\_ ("Renters") and the Beacon Church ("Beacon"), 2364 East Cumberland Street, Philadelphia, PA 19125.

### **GRANT**

Beacon, on the day and times set forth and subject to the terms and conditions of this Agreement, hereby grants Renter a license to use the sanctuary, church, and yard space for an event on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

### **TIMES**

Access to Beacon will be granted at \_\_\_\_\_ time for set-up. Keys will be made available in a key box on the gate, and the key box code will be given 24 hours in advance of the event.

Requests for extensions of any of the times listed above must be made at least 2 weeks in advance.

### **RENTAL FEE**

Renters will pay a fee not to exceed \$\_\_\_\_\_. Checks are to be made out to "Beacon Church" for all fees. Beacon will provide an invoice and a system in which cash or checks may be left.

### **SPACE USAGE**

Renters agree to all space use parameters set out in this agreement. Alcohol shall not be served or consumed anywhere on the premises. No smoking is allowed on the premises. Nothing shall be thrown that would litter the property.

Beacon agrees to provide access to the space Renters as a four-wall rental basis.

Beacon agrees to furnish only general lighting, electricity from the permanent fixtures and outlets, heat for the rental, and water for normal usage. One lectern microphone is available for use; no other sound equipment is allowed due to electricity limitations.

Renters agree to return the space to Beacon exactly as it was delivered. Beacon can only accommodate *one can of bagged mixed trash and one can of recyclables*. Renters agree that any trash or recyclables in excess will be removed by renters or their representatives at the end of the rental period. Renters may not move pews,

communion table, pulpit, baptismal font, cross, or piano. If renters would like those items moved, please indicate so to the staff and Beacon agrees to make those adjustments to the space.

Folding tables, folding chairs, and stacking chairs may be moved and used by renters. All items must be folded or stacked and replaced to their original places in Beacon's building. An orientation to the location of these items will be given in person, by a staff person, at the signing of this agreement.

If using the yard, all yard furniture (picnic tables) must be returned to their original locations. The picnic tables are heavy and renters may move them at their own risk. Renters and event attendees are not permitted to touch or play in the garden bed areas. Extra care shall be taken to keep people from sitting or playing in or around the exterior steps leading to the studio. All trash must be put in a trash bag, tied, and then in a trash can. For larger events requiring a large tent, please see a staff person for additional information on usage procedures.

## **FOOD & BEVERAGES**

As stated previously, no alcohol is permitted on the premises. However, for parties, showers, meetings, or memorial receptions, renters may bring in simple snacks (chips, cookies, cakes, etc) and beverages for their guests. Beacon agrees to make space in our commercial refrigerator for such items. All items must be removed from the refrigerator and placed in the trash or removed from the premises at the end of the event. Beacon does not have a functioning kitchen, so all food preparation must be done off-site. Serving food and beverages during the event does not change Beacon's requirement of only filling one trash can and one recyclable can. Any trash or recyclables in excess must be removed by the renters or their representative at the end of the event. For weddings and wedding receptions that involve more than simple snacks, a separate agreement and conversation is required.

## **INDEMNIFICATION**

Renter hereby assumes responsibility for, indemnifies and agrees to defend and hold Beacon harmless from all loss, liability, damages, claims, demands, actions, costs, expenses, including, without limitation, legal fees and costs by reason of or resulting from any injury or damage to any person or property occurring in, on or at the building (including, without limitation, the licensed premises), during meetings or in any way related to Renters' activities in connection with the meeting, unless such injury or damage is caused by or results from the negligence of Beacon or its employees or agents.

**CANCELLATION**

Renter may cancel this Agreement at any time up to 30 days prior to the Event Date by providing written notice to the Beacon, at no cost to Renter. If Renter elects to cancel this Agreement between 30 and 14 days prior to the Event date, renter will be charged 50% of the Rental Fee and any expenses incurred in good faith by the Beacon in preparation for the space usage. For cancellations occurring less than 14 days prior to the Event date, Renter will be charged 100% of the Rental Fee and any expenses incurred by Beacon.

**TERMINATION**

Beacon may terminate this Agreement based upon the following event: Failure of Renter to pay the Rental Fee or any other charges due hereunder when the same is due.

Renter Signature: \_\_\_\_\_

Co-signature\_\_\_\_\_

Beacon Signature:\_\_\_\_\_