

## Rev Church Event Center

156 Green St, Allentown, Pa. 18102. • 484.350.3234 • Mon - Fri • 9:30 - 3:00pm  
Heat-AC-2, Restrooms 3000sqft, 100 chairs, 20 tables, 60 parking spaces, podium.

### Facility And Date Rental Agreement

This contract for the rental of Rev Event Center is made this day \_\_\_\_\_ between  
Name of Renter \_\_\_\_\_ & Rev Church.

The Renter desires to temporarily rent and make use of Rev Event Center: located at 156  
Green St, Allentown, Pa. 18102.

**Rev** agrees to rent the Center for \$100.00 an hour. There is a fee of \$35 to unlock and lock  
building. **Payable to: Rev Church.**

**Therefore**, the two parties agree to the following terms and conditions:

**I. EVENT DESCRIPTION / VENUE ACCESS:** The Renter shall have access to and use of  
the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_  
for the purpose of hosting the Renter's \_\_\_\_\_ event.

Set up and clean up time is included in the rental hours. Date \_\_\_\_\_ Time: \_\_\_\_\_

Renter has the option of hiring a caterer at their own expense or providing their own food.

**II. RENTAL COST:** The full rental fee for the use of the venue described in Paragraph I above  
shall be \$\_\_\_\_\_. One half of total rent is due at the signing of this contract. The  
balance is due and must be paid one week before the commencement of the event. If the  
balance is not paid as agreed upon, this contract is void and the event will not commence.  
Before the contract is signed, please read carefully and understand: all deposit money and  
balance due monies are non-refundable. Renter is renting the facility and a date.

**III. Damage control:** Renter shall not make holes in the wall nor tape anything to the walls or  
ceiling. Alcohol, drugs and smoking are not allowed. Gas stove use not allowed.

**IV.REMOVAL OF BELONGINGS:** Renter shall remove all personal property, trash, and  
other items that were not present in the venue when Renter took control of the center.

**LIABILITY:** Renter will be liable for any physical damages or legal actions as a result this event

Renter understands and agrees to the terms and conditions of this contracts and the parties  
affix their signatures.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

Renter's address \_\_\_\_\_ Phone # \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_