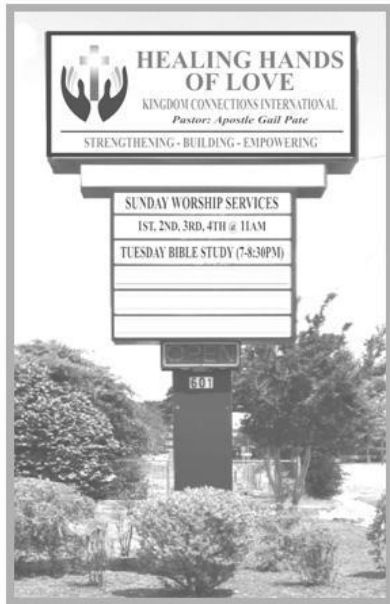


**HEALING HANDS OF LOVE
KINGDOM CONNECTIONS INTERNATIONAL
ENRICHMENT CENTER - VENUE RENTAL PACKET**

**601 RAMSEY STREET (SUITE 200)
FAYETTEVILLE, NC 28301**

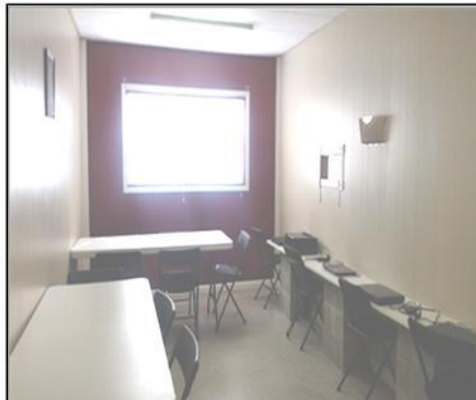
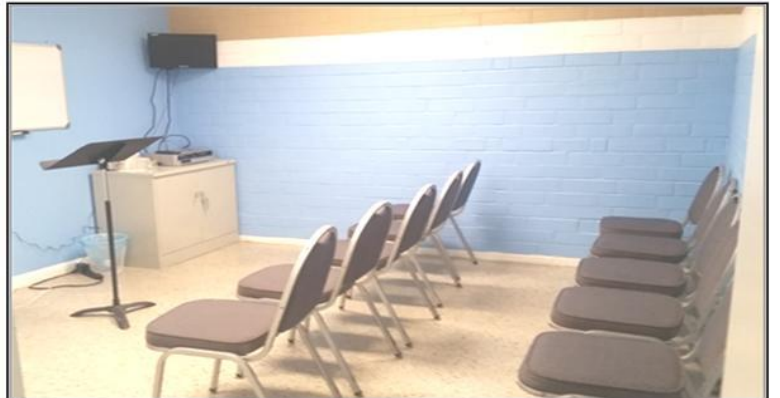
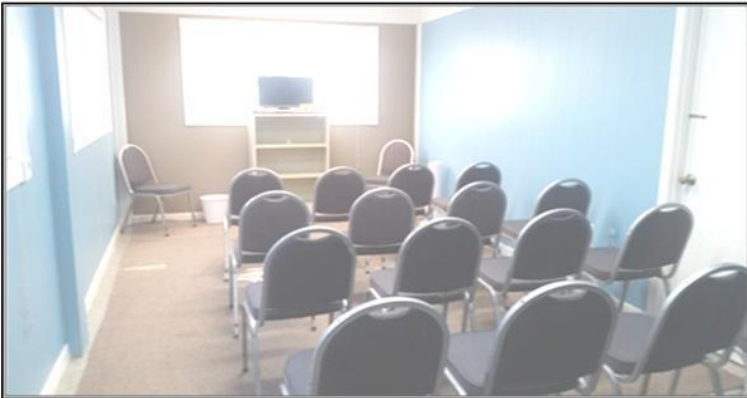


- ARE YOU LOOKING FOR A LOCATION TO HOST A SMALL SEMINAR, CONFERENCE OR EVEN CHURCH SPACE?
- DO YOU NEED A RECEPTION AREA OR SPACE FOR SMALL EVENTS SUCH AS: BANQUETS, WEDDING RECEPTIONS/ ANNIVERSARIES, PRAYER BREAKFAST, REPAST, ETC?
- ARE YOU IN NEED OF A CLASSROOM SPACE SETTING TO HOLD YOUR EDUCATIONAL OR CONFERENCE RELATED WORKSHOPS OR MEETINGS?

WELL HEALING HANDS OF LOVE MAY HAVE JUST THE SPACE YOU'VE BEEN LOOKING FOR AT PRICES YOU CAN AFFORD.

ATTACHED IS ALL THE INFORMATION YOU WILL NEED TO GET STARTED OR JUST GIVE US A CALL AT (910) 483-6022 AND WE WILL BE GLAD TO MEET WITH YOU.

A BRIEF TOUR OF ENRICHMENT CENTER MEETING ROOMS





HEALING HANDS OF LOVE KINGDOM CONNECTIONS INT'L
601 RAMSEY STREET- FAYETTEVILLE, NC 28301

COMMUNITY ENRICHMENT CENTER (SUITE 200)
USE OF VENUE RENTAL FORM

ORGANIZATION NAME or RESPONSIBLE PARTY: _____

RESPONSIBLE PARTY'S BILLING ADDRESS: _____

CONTACT NUMBER: _____ / _____ / _____ E-MAIL: _____

FACILITY USE: BANQUET CONFERENCE MEETING (WILL FOOD BE USED?)

DATE: _____ / _____ / _____ BEGINNING: _____ AM / PM ENDING TIME: _____ AM / PM
Month Day Year

IN THE EVENT 1ST DATE NOT AVAILABLE: OPTIONAL: _____ / _____ / _____ # EXPECTED: _____
Month Day Year

PLEASE SELECT ROOMS AND AMENITIES YOU ARE INTERESTED IN USING IN THAT ROOM:

SELECT ROOMS	ROOM	SEATS	CIRCLE ITEMS REQUESTING TO USE IN ROOM
	CONFERENCE/ OVERFLOW ROOM	60-75 Chairs w/6ft Tables up to 60	55in TV w/HDMI & RCA Connections Podium CD/DVD Player Sound System w/Speakers Microphone
	EMPOWERMENT ROOM 1	20	32in TV DVD Player
	EMPOWERMENT ROOM 2	12	19in Mounted TV DVD Player
	FIT FOR LIFE	16	32in TV DVD Player
	MINISTER SUITE	5	29in TV CD Player Microwave Mini Refrigerator

RENTAL FEES

\$125.00	Conference Room w/Tables & Chairs (Use of 3-hours, \$25 each additional hour) <i>**factor in setup time</i>
\$ 25.00	Empowerments or Fit For Life Room – Chairs Included (Use of 2-hours, \$15 each additional hour)
\$ 10.00	Minister Suite (During The Time You Are Using A Rated Room)
\$ 20.00	TV Usage with Computer Connections in any room
\$ 10.00	CD or DVD Players
\$ 10.00	Wireless Microphone System
\$ 25.00	Sound System w/Speakers (iPod and USB Connections)
\$ 25.00	Set Up Fee for Banquet Style Table & Chair setting in Conference Room <i>(If we do it all)</i>
\$ 25.00	Automatic Clean Up Fee <i>(If bringing Food an additional \$10 will be added to your automatic Cleanup Fee)</i>
\$ 10.00	Mini Refrigerator and Microwave Use
\$ 7.00	On Site Staff / Per hour <i>(Will Automatically Be Applied)</i>
	TOTAL AMOUNT OF YOUR RENTAL (To be paid in full on day of event PRIOR TO USE)

Deposit: \$ _____ Check or Money Order# _____ Amount Due: \$ _____

Print Name of Responsible Party: _____ DL#: _____

Signature of Responsible Party: _____ Date: _____

Staff Receiving Form: _____ Date: _____

ENRICHMENT CENTER GUIDELINES / TERMS / SAFETY AND PROTECTION POLICIES

Thank you for your interest in using our Community Enrichment Center for your upcoming event. Healing Hands is a Christian facility and although everyone is welcome, please be advised that everyone who enters our facility must be respectful and adhere to all guidelines, rules and regulations of this facility. Please note, only persons 21yrs or older can rent.

RENTAL POLICY:

Rental Policy for the use of the Enrichment Center for Small Conferences, Banquets, Seminars, Meetings, etc. is dependent upon the Room(s) requested, equipment or amenities needed and time of use. The Fee amount will be at the discretion of the Steward and Deacon Council, but trust that it will be of a fair value.

___ **RENTAL FEE:** You agree that your Rental Fee must be paid in **FULL** on the day of your event (**PRIOR TO YOUR START TIME**).

___ A **Deposit** of **\$50** is required upon signing the contract to hold the date for the entire space being rented. Deposit will be refunded, provided all agreements have been met (as stated in the Rental Guidelines for our Meeting Space).

___ **NON REFUND POLICY:** You understand that the deposit will be **Non-Refundable** if any of the following occur:

- Damages are incurred by Fire or to any property such as; Walls, Floors, breakage of any kind to Tables and Chairs. Any damages to Electronics to include; TV, Sound System, etc. will be accessed separately.
- Failure to clean up after your event according to the instructions (***If fee was not applied***)
- Cancellation of event less than 2-weeks out (which causes unavailability to other interested Renters).

___ **DAMAGES:** The Responsible Party listed on the contract will be responsible for any and all damages done to any room or any equipment you have requested to use.

___ **CAPACITY OF USE/CODES:** All rooms have capacity codes set by the County Fire Department. At no time will exceptions be made that will violate the legal Fire Code. Also, all approved items such as (Power Amps, etc. must be plugged into **designated outlets only**. Note: There will be no exceptions.)

___ **FOOD:** All food items brought in must be already heated. At no time, will any **FIRE PRODUCTS** be allowed in the **Conference/Overflow Room** or in any room with **Carpet without prior approval**. (Also, all approved items such as Coffee Pots, Crop Pots, etc. must be plugged into **designated outlets only**).

ENRICHMENT CENTER GUIDELINES, SAFETY AND PROTECTION POLICIES
PAGE - 2

___ **ALCOHOL**: Absolutely **NO** alcoholic beverages of any kind will be consumed on the church property at either church sponsored events or building rental/use events. If anyone is caught drinking Alcohol during your event, the entire event will be instantly terminated!

___ **SMOKING**: Healing Hands is a **SMOKE FREE** facility. Smoking is not allowed in the building nor on the property. (Smokers must walk to the street or leave the premises).

___ **WEAPONS**: Absolutely **NO** unauthorized weapons will be allowed inside HHOL. (**Note**: You may have a license to carry, but if you don't have approval of Healing Hands to have weapon inside the building you are still in violation and ALL violators will be arrested).

___ **KEYS**: No Renters will be provided keys at any time. The on duty Healing Hands Staff will be responsible for opening and closing the facility and assist with any questions or concerns you may have. You are expected to arrive and leave within your allotted rental time.

___ **DECORATIONS, POSTERS, BANNERS, ETC**: Absolutely **NO** nailing of any kind will be allowed on any of the walls, doors, etc, to place advertisements inside of the facility. (All materials to apply decorations must be approved by Staff) Command Strips can be used, but must be promptly removed by you before leaving. **Note: The Responsible Party will be charged for any damages due to items hung on wall improperly.**

___ **OUTSIDE ADVERTISEMENT**: You are allowed to advertise your event with any City approved signage. However **NO** advertisement will be allowed to be nailed, taped or placed onto the building at any time. You may however have (8 ½ x 11) prepared signs placed in wall slots advertising your event and what room location in the Enrichment Center.

___ **CLEAN-UP**: *(Clean-up Fee is automatic unless waved during signing of contract)*

If you are approved to do your own clean-up, please note all you will be required to do after your event:

- Remove all debris from all tables and chairs.
- Wipe down each table with supplies from the designated area.
- Return any and all chairs back to their racks, or place all Conference Room chairs back in former position or on back wall, whichever is agreed upon at signing of contract.
- After cleaning, take all tables down and return to proper designated storage closets.
- Vacuum, sweep or mop all floors in rooms used to include bathrooms and trash area. When there are soiled areas on carpet or chairs, you must shampoo those soiled areas.
- If you do not pay for clean up, you must provide your own garbage bags and all trash cans must be emptied from each room used, to include both bathrooms. **In addition, ALL trash must be removed from the premises since there is no outside dumpster.**