

**Rental Contract for use of the Sanctuary at Creative Living Fellowship**  
**6530 North 7<sup>th</sup> Street, Phoenix, AZ 85014**  
**Office 602-906-4080 - fax 602-906-4991**

Our CLF Sanctuary is available for weddings, workshops, meetings and other events of 220 people or fewer and is based on a Rental Fee. CLF reserves the right to refuse the use of the Sanctuary to any person or group as well as to monitor the activities and/or conduct of the participants during such events.

**Rental Fee:**

A \$150 non-refundable rental fee will be required to hold the space with the balance due 60 days prior to the rental date. If the total rental fee is less than \$150 then the total non-refundable rental fee would be due to hold the space. This rental payment is for use of the CLF Sanctuary only unless the rental is for a wedding then the rental fee also includes the Foyer and the Bride & Groom preparation areas. CLF accepts rental payments by cash, check or major credit/debit card.

**Cancellation Policy:**

If written notification is given at least 180 days prior to the event date a full refund will be returned to the renter minus the \$150 non-refundable rental fee.

If written notification is given at least 90 days prior to the event date a 50% refund will be returned to the renter minus the \$150 non-refundable rental fee

If written notification is given at least 60 days prior to the event date a 25% refund will be returned to the renter minus the \$150 non-refundable rental fee.

No refunds will be provided for cancellations made less than 59 days prior to the event date.

**Credit/Debit Card required:**

Although a \$150 non-refundable rental fee will be required to hold the space, an additional signed credit/debit card slip will also be required at the time of the rental to cover any additional rental times or cleaning/damage fees required by CLF.

**Cleaning Fee:**

A non-refundable cleaning fee of \$50 will be required, in addition to the rental fee, to ensure the facility is returned to its original state. The \$50 cleaning fee covers the normal cleaning of all counters, tables, floors and bathrooms as well as taking out any trash. If excessive cleaning is required, CLF requires this fee be paid by renter to bring the facility back to its original state and will be billed to the credit/debit card receipt signed by renter at the time of the rental payment. CLF reserves the right to make this decision and will notify renter within 10 business days of rental use of any such decision.

**Damage Fee:**

An additional damage fee may also be required by CLF should there be any damage to any furniture, carpets, restrooms or any property of CLF. This fee will be paid by renter to bring the facility back to its original state and will be billed to the credit/debit card receipt signed by renter at the time of the rental payment. CLF reserves the right to make this decision and will notify renter within 10 business days of rental use of any such decision.

**CLF Audio/Video Technician:**

If CLF's keyboard, audio or video equipment is to be used, a CLF audio/video technician must be hired for a fee of \$25 if there is a rehearsal and \$50 for the event. Payment should be in the form of cash or check and be made directly to the sound technician by the beginning of the rehearsal/event.

### **Procedures:**

In order to ensure that the facility is maintained in optimal condition, the following procedures must be agreed upon and strictly adhered to by any group, individual and their guests using space on the campus.

- Renter is solely responsible for any damage caused by themselves or any guests attending their event.
- Decorations (such as lights, light-weight fabrics, balloons, etc.) may be hung from walls and ceilings only with CLF's prior approval and must be completely removed after event.
- Only enclosed flames (such as hurricane lamps) may be used with floral centerpieces. Taper candles are prohibited. When not combined with flowers, tea lights and votive candles are acceptable.
- The sanctuary keyboard is available for use; however, no other musical equipment is available.
- Food and drink in the sanctuary is permitted for ceremonial purposes only.
- If the event is Saturday, all outside vendor deliveries (except floral) should be scheduled the Friday prior between 10:00 am and 5:00 pm. Rental pick up should be scheduled on the following Tuesday between 10:00 am and 5:00 pm. If delivery/pick up cannot occur within these time frames, specific arrangements must be made with CLF in advance and may incur an additional fee.
- Seeds, rice, confetti, glitter, real rose or other real flower petals, etc. may NOT be used or thrown anywhere on the CLF campus.
- With the exception of working service animals, no pets are allowed within any of the buildings. Pets who are on leashes or otherwise contained are welcomed on the premises as long as their owners keep them under control and clean up any mess they might leave.
- Smoking is permitted only in designated smoking areas outside the courtyard gates.
- Firearms may not be brought to the CLF campus.
- Appropriate attire and behavior shall be displayed at all times while on the CLF campus.
- Any items left at CLF after the event may become the property of CLF.
- Users are responsible for all clean up of the Sanctuary, Foyer and the Bride & Groom preparation areas if used.

### **Clean up of the Sanctuary, Foyer and Bride/Groom areas include:**

- Clearing off all tables and chairs returning them to their original positions.
- Removing all food and drink, if applicable.
- Removing all decorations, runners, pew bow etc., and personal property.
- Removing anything brought in and returning the facility to its original state.

**Responsibility of Renter:**

Renter assumes all responsibility for the conduct of all guests, at their event. This also includes but is not limited to any damages that may also result.

**Securing your vehicles and personal property:**

CLF is not responsible for any damaged caused by theft, vandalism or Acts of God to any personal property.

**Adult Supervision of children under the age of 14:**

An adult over the age of 18 is required to supervise all children under the age of 14 at all times while on the CLF campus.

**Sound levels:**

Since other guests may also reserve our facility at any given time, please be considerate of your sound levels.

**My signature below verifies that I have read and agree to all policies, procedures and fees required by CLF.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

## **Rental Times and \*Rental Fees of the CLF Sanctuary**

**7:00 am – 11:00 pm, Monday – Saturday**

**3:00 pm – 11:00 pm, Sundays**

Facility tours are available by appointment only, Tuesday – Friday, 10:00 am – 5:00 pm. Please visit our online calendar at [www.creativelivingfellowship.com](http://www.creativelivingfellowship.com) to confirm room availability.

### **Rental Times:**

Renter agrees to use the facility during the pre-approved times only. This includes the time needed for set up prior to the event and clean up after the event. Any additional time will be billed in 1-hour increments at the rate of \$150 an hour to renters credit/debit card on file at CLF.

### **Off Peak Rental Times**

- **Tuesday – Friday, 10:00 am – 5:00 pm**

### **Off Peak Rental Fees:**

- Decorating - \$50 an hour
- 1 - 49 total people - \$50 an hour
- 50 - 99 total people - \$75 an hour
- 100 - 220 total people - \$100 an hour

### **Peak Rental Times**

- **All other times not specified as off peak**

### **Peak Rental Fees:**

- Decorating - \$100 an hour
- 1 - 49 total people - \$100 an hour
- 50 - 99 total people - \$125 an hour
- 100 - 220 total people - \$150 an hour

\*Rental Fees are subject to change without notice

### **Sanctuary rental fee includes at no additional charge:**

- A 3,176 sq. foot room including a raised carpeted stage
- Seating of up to 220 guests
- 1 – 6’ rectangular table or 1 – 8’ rectangular table
- Portable CD player if requested prior to event
- Flip chart holder if requested prior to event

### **If requested in advance, CLF can provide at the rate of \$10 an hour your choice of either:**

- A 19” TV with VHS/DVD player or
- A video projector, projection screen and DVD player

### **Excluding weddings, free additional advertising services may also be available:**

- Your event information sent to 500+ email recipients on our personal email list the first of each month if you submit your information in 100 words or less by the 20th of the month prior to your event.
- Your event information posted on our online calendar that currently receives approximately 1000 visits a month.
- Posting of your flyer on our activities wall in The Mind Shop Bookstore.

Please email your event information to [tammy@creativelivingfellowship.com](mailto:tammy@creativelivingfellowship.com).