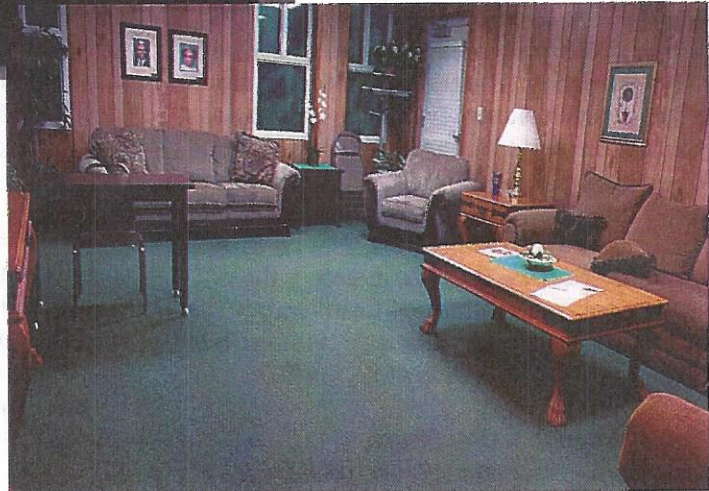


BETHEL A.M.E. CHURCH

Meeting and Events Center



Fellowship Hall



Lounge

**Tours are given Monday-Friday
10am-3pm**

Events Coordinator

336-273-5268
bethelamechurch200@gmail.com
200 N. Regan St. GSO, NC 27401
www.bethelamegsb.com

Bethel AME Church Offers Rental Space for:

- Meetings
- Weddings
- Birthdays
- Baby Showers
- Workshops
- Receptions
- Family Reunions
- Luncheons
- Seminars
- Anniversaries
- Class Reunions
- Holiday Parties
- Retirement Dinners
- Church Banquets

When you sign the Lease Agreement you will be agreeing that you have read and understand all the information in this Information Packet.

Holding Your Date

We will hold a requested date for 5 days if your event is at least 6 months out, during which time you can review this Information Packet, call us with questions, visit the facility to make sure it will meet your needs, etc. At the conclusion of the 5 days, the hold will be cancelled without notification unless you have asked for a lease

Lease Agreement, Deposits & Cancellations

Your reservation will be confirmed when we receive your signed Lease Agreement, Rental Addendum, and Advance Deposit. Your Advance Deposit is the Base Room Rental plus a \$100.00 non-refundable cancellation fee. If you do not cancel, the \$100 will be applied to other charges. A 90-day written notice of cancellation is required for Friday-Sunday events and 45-day written notice is required for Monday-Thursday events for your deposit, minus \$100.00, to be returned. No refunds will be given if you cancel with less notice than stated above. Make your checks payable to "Bethel AME Church."

Cost Estimate & Final Payment

To have an event, you will cover the room rental fee plus the host fee, security fee and any other applicable fees. The Rental Addendum is a cost estimate based on the information you give us at the time of the reservation. The Balance Due must be paid no later than two (2) weeks prior to the event. Any additional fees incurred during those two (2) weeks prior to the event must be paid prior to the day of the event. Any additional fees incurred the day of the event must be paid immediately.

Decorations

Any decorations you bring in must be flame retardant and any live greenery must be brought in on the day of the event. You cannot put anything on the walls, floors, or ceilings—no command strips, tacks or tape of any kind are allowed. **Glitter, confetti, sparklers, canned string are not permitted.** Bubbles and birdseed are allowed outside only. All decorations brought in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. No Fog machines are allowed.

Open flames, including all candles, are not permitted with the exception of catering equipment.

Room Preparation

All indoor tables and chairs are included. Church staff will help design your room layout and it will be prepared for you before you arrive. Church has both 60" round tables that seat 8 as well as 6' and 8' banquet tables. Our chairs are gray upholstered stack chairs. The kitchen has a stove for keeping food hot that arrives hot, a refrigerator, a small microwave, and ice maker. You can rent other items from a vendor of your choosing.

Liability

You cannot have more people in the room(s) than our fire capacities allow. Your final guest count is required a week prior to your event. Any damage to the Building caused by you/your guests will be invoiced to you after the event. The Church is not responsible for any personal property or equipment brought to or left at the Church. No Church furniture can be taken outside.

Parking

There is No Parking in the front of the kitchen side door. Unload there if needed and then move your vehicle to the larger lot area.

Alcohol

NO ALCOHOL is allowed on the premises. If alcohol is found, your event will be terminated and your contract will be cancelled with no refund.

Kitchen

If you use the kitchen you are expected to leave it clean and ready for use by the next customer. This includes cleaning the trays in the microwave oven. Ask your Event Host to inspect it before you leave to avoid a possible additional Clean- Up Fee being charged. **You are responsible for clearing your tables of all your trash and placing it in the trashcans we provide**, and your Event Staff will pull the trash bags and get them to the dumpster.

Event Host Fees

Event Hosts are scheduled to work based on when you need access to the building. On Evenings, weekends, and holidays the building will be locked and there will not be staff on duty unless they are scheduled. We schedule the Event Staff who set-up the rooms and the based on when you tell us you plan to arrive, so do not arrive early and expect your rooms to be ready or your staff person to be on site to assist you.

Bethel requires an Event Host and Security at all times on weekdays and during all hours of rental on weekends and Holidays. This fee is **\$15.00** per hour per person. These staff members will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) This time is established when your Lease and Addendum are prepared. ***You will be billed for the host to arrive half hour earlier than your requested arrival, and leave half hour later than your departure so they can open/prepare & secure/close the building.*** The Event Host will be in the building and available throughout your event, remain until all guests have left, and then secure the building. Our staff is familiar with the building and is here to meet your facility-related needs as they arise. For groups of 200 or more, Bethel requires a second Event Host.

Fellowship Hall Floor Plan

Room Set-Up Definitions:

Classroom: Seated at round tables

Theater/Conference: Rows of chairs with a center aisle, no tables.

Banquet: Seated at 60" round tables, 8 people to a table.

Reception: No seating at all.

Keep in mind that these are MAXIMUM capacities. If other furniture is needed in the room (buffet, cake and/or gift tables, etc.) or activities will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people.

Rental fees are based on 6 hour intervals and includes one (1) hour for setup and breakdown. Additional time will be charged at \$100 per hour. There is a \$15 per hour fee for both the event host and the security staff which is required at all evenings, weekends and holidays events.

SPACE NEEDED	MAXIMUM CAPACITY	RENTAL FEES (MEMBERS)	RENTAL FEES (NON-MEMBERS)
Sanctuary (Weddings, Concerts, Etc.)	500	\$250	\$550
Sanctuary (Wedding Rehearsal)		\$50	\$100
Sanctuary (Funerals)	500	\$250	\$500
Spruiel Lounge	16-20 Classroom Style	\$50	\$50
Fellowship Hall (Reception, Dinner)	200 Banquet Style	\$350	\$650
Fellowship Hall (Meeting Only)	430 Theater Style	\$200	\$400
Enzlow Classroom		\$50	\$50
Kitchen w/ Appliance Usage		\$100	\$200
Kitchen w/o Appliance Usage		\$50	\$100
Choir Room	50 People Seated	\$15	\$15
Multi-Purpose Room (Full)	120 Classroom Style	\$100	\$200
Multi-Purpose Room (Half)	15 Classroom Style	\$50	\$100
Sound System		\$50	\$50
Wedding Package Deal (Sanctuary, Fellowship Hall, Kitchen, and two (2) additional rooms)		\$650	\$1,400

The Room Rental Fee includes all furniture (tables and chairs) you need, set-up by our staff prior to your event, based on a layout agreed upon in advance. You are responsible for renting other furniture you may need. Bethel requires a guaranteed number of guests for set-up purposes one week before the event.

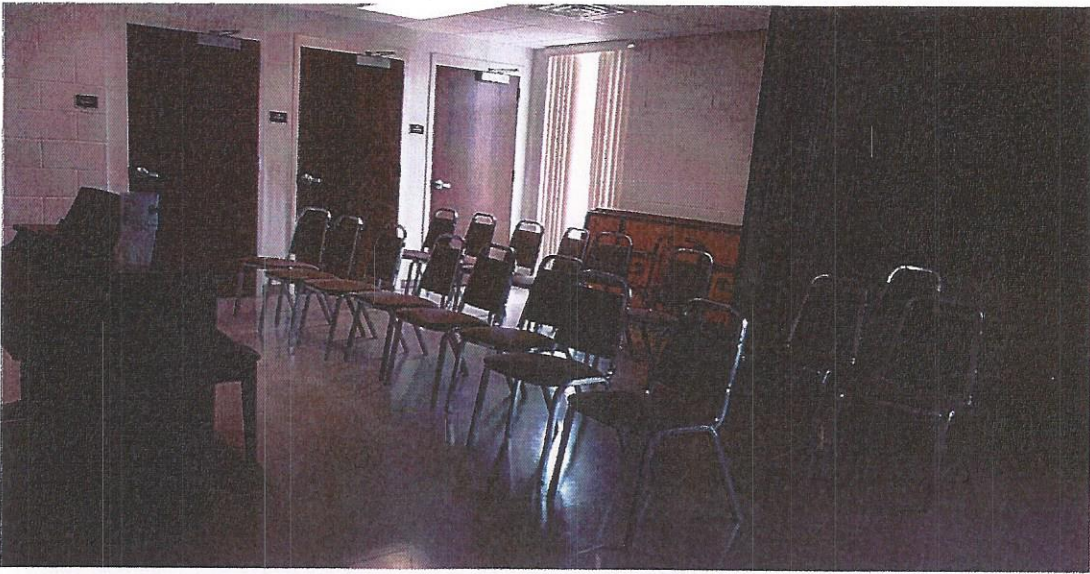
The Cancellation Deposit is \$100.00 per event and must be paid, with the Room Rental contract, when the Lease is signed. If you cancel, the \$100.00 will be retained. If you do not cancel, the money will be applied to your final bill if the rooms you rent are left in satisfactory condition, or will be retained if excessive clean-up or repairs are required after your event. To assure that you are leaving the room(s) in satisfactory condition, ask your Event Host to inspect before you leave.

PRE/POST EVENT INSPECTION

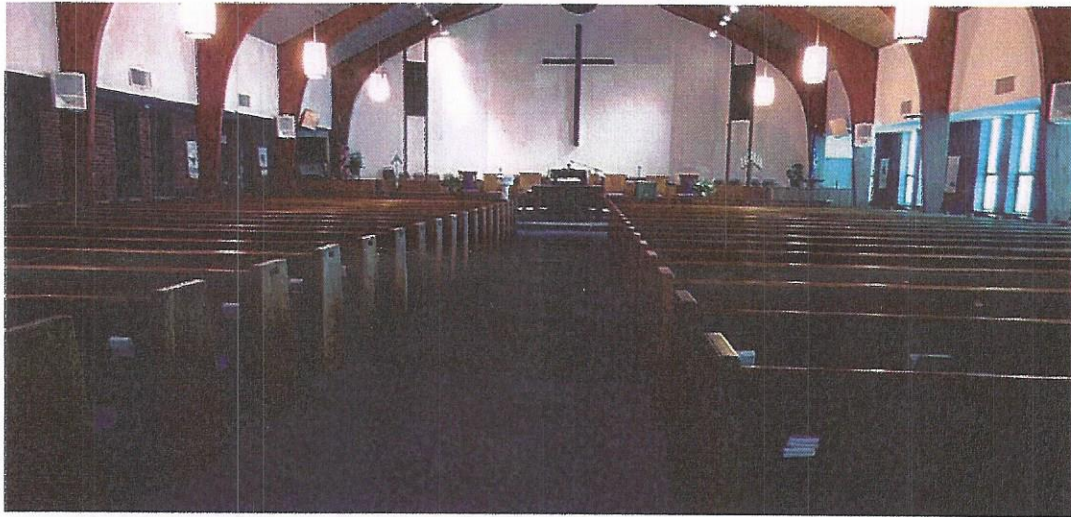
An Event Coordinator will inspect the following with you before and after your event to ensure that all reserved spaces and contents are in proper order

- | | |
|---|---|
| <input type="checkbox"/> Floors and walls are clean | <input type="checkbox"/> All Appliances cleaned and in working order |
| <input type="checkbox"/> Furniture setup as directed | <input type="checkbox"/> Tables & Chairs are clean and in working order |
| <input type="checkbox"/> Furniture returned as agreed | <input type="checkbox"/> All Trash collected and deposited in outside container |
| <input type="checkbox"/> Sink/ Dishwasher clean | |
| <input type="checkbox"/> All Kitchen pots, pans, utensils, etc. returned to designated places | |

Choir Room



Sanctuary



Multi-Purpose Room

