Victory International Church and He Heard My Cry Ministries Rental Request Form

All events are tentative until the request form has been reviewed, date availability confirmed on the calendar, and approved by the Multi-Purpose Center administrator.

He Heard My Cry Ministries, Inc. | 170 Rittenhouse Street | Houston, Texas 77076 | 713-485-0955

Rental Application - HHMC Multi-Purpose Center

Name of Appl	icant:			 			
Event:							
		if Different From Above:					
Relationship to	o Group If Applic	eable:					
Home Address	s:						
					-		
					-		
	City	State		Zip Code			
Home Phone: ()	Cell Phone: ()				
Business Addres	s:				_		
					_		
	City	State		Zip Code			
Business Phone	Number: ()_						
Reservation Date	e Requested	Number of Hours:	Time: From	AM/PM to	_AM/PM		
Initiate Decoration Time: Approximate # of People Expected: Number of Food Tables Requested:							
Area Requested: □ Auditorium □ Classroom □Gymnasium □ Kitchen							
On the back of this application is a diagram of the auditorium/gymnasium. Please draw in your setup and email to							
ruthocummings(d	<u>@yahoo.com</u> or ta	ake a picture and text to 713-4	85-0955. You are	<u>required</u> to ha	ve your layout to us 1		
week before your event. If you have any questions you may call the "text to" number above.							
Security: required for 50 people or more @ \$20 per hour. Number of hours:Total for security \$							
Total hou	urs @ pe	er hr = \$ Total Se	ecurity = \$	Kitchen \$_			
TOTAL\$							
			(Due No later	than1 week befor	e event.)		
OFFICE USE O	NLY # of Seati	ng Tables Required :(Round:_	Long:) # of Chairs l	Required:		
Payment	Ba	alance	Payment	Ba	alance		

Victory International Church and HHMC Multi-Purpose Center Rental Policy

- 1. All rental arrangements must be secured through the He Heard My Cry Ministries, Inc Multi-Purpose Center administrator.
- 2. A \$150.00 deposit is required at the time reservation is made. The renter is responsible for reasonable clean up of the auditorium/gymnasium and kitchen after an event. If the renter wants tables or chairs set up please indicate the number on the application.
- 3. The rental fee balance is due 1 week prior to the rental date.
- 4. At least <u>two weeks</u> advance notice will be required for cancellation or a \$25.00 processing fee will be charged. Renter will receive \$125.00 instead of \$150.00 deposit. If the kitchen only is to be used the required deposit is \$75.00
- 5. Decorations are limited to items which are fire resistant and do not require affixing to the walls or doors with tacks, nail, glue, paste, etc. Clear tape will be permitted. Open flame candles are not permitted per City of Houston Fire Code.
- 6. Security is required for 50 people or more. We will provide the security at the rate of \$40.00 per hour. Certified security guards are used. This is added to the cost of the event.

Sanctuary	Rates	MDC Anditoning	Datas
For Funerals	\$500	MPC Auditorium	Rates
For Concerts Video	\$1,000 Add \$150	Banquets/Meetings Gymnasium Only	\$150 per hour \$75 per hour
		Kitchen for Cooking	\$175 per nour
		Classroom	\$60 per hour

He Heard My Cry Ministries, Inc. representatives reserve the right to <u>immediately</u> terminate a rental agreement in progress due to loudness, illegal drug use, profanity or actions deemed unbecoming to our corporation.

Clean-Up and Damage Agreement:

I the Undersigned understand the rented space is to be left in an acceptable condition, determined by the administrator.

Kitchen floor must be swept. No food particles should be left in sink, must be rinsed clean. Counter tops must be wiped clean. Stovetop and grill must be free of food particles.

If there are damages I and/or the organization will be liable for the amount of the damages. Renter may forfeit rights for future lease by not adhering to rental agreement or clean-up and damage agreement.

Date

Renter

Multi-Purpose Center Rules of Conduct:

- 1. Absolutely No Profanity
- 2. No Smoking or Alcohol Use
- 3. No Unruly Conduct
- 4. All Children Under The Age Of 12 Must Be Supervised By An Adult.
- 5. Gym Hours Are Subject To Change Due To Scheduled Events.

Fee, Deposit and Policy Agreement

Rental Deposit \$ Total Re	ental Amount \$
I agree to pay the balance amount of \$Balance (due no later than 1 we	eek before event.)
I, the undersigned have received and read the HHMCF Multi-Purpose Center and ag requirements. I also understand that He H will not be responsible for any accident or members of the group or agency while usi	gree to their standards and Heard My Cry Ministries, Inc. r injury occurring to any
Renter	Multi-Purpose Center Administrator
Date	Date Approved
For Office Use Only:	
Deposit Amount:	
Payment #1	
Payment #2	_
Payment #3	5