

Friendship Community Resource Center, Inc.  
357 E. Mountain Dr.  
Fayetteville, NC 28306

Rental/Lease Agreement

DEPOSIT (1/2 TOTAL) DUE DATE: \_\_\_\_\_

PAID IN FULL DATE: \_\_\_\_\_

RENTER INFORMATION:

Date of Event: \_\_\_\_\_ #Guest: \_\_\_\_\_ Event Type: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Drivers License #

\_\_\_\_\_  
State

Rental Fees

Meeting Room: Access Time \_\_\_\_\_

End Time \_\_\_\_\_

Fellowship Room: Access Time \_\_\_\_\_

End Time \_\_\_\_\_

Complete Facility: Access Time \_\_\_\_\_

End Time \_\_\_\_\_

Initial: \_\_\_\_\_

The FCRC acknowledges receipt of \$\_\_\_\_\_ , leaving a balance of \$\_\_\_\_\_ , which must be paid no later than two weeks prior to the event date of said rental. This date of \_\_\_\_\_ 20\_\_\_\_\_. Failure to pay the balance due by the specified date will result in forfeiture of the deposit and cancellation of the rental.

**Rental Fees:**

Rentals that exceed the time will be charged an additional hourly rate-fee of \$125.00 at fifteen minutes past the event end time.

**Ballroom:**

Table and chairs must be returned to the original configuration/set up. All trash must be placed in designated areas.

**Kitchen:**

Refrigerator by the bar area of the Fellowship Hall is available for use.

**Access:**

Renter will confirm event start time and end time at least 14 days prior to rental. Rental term INCLUDES event setup and cleanup. Renter will coordinate all access of Renter's consultants, representatives, caterers, and/or contractors. Access to facility is given 72 hours in advance or by special request.

**Alcohol:**

Alcohol is permitted with the North Carolina Limited Special Occasion Permit (ONLY). The sale of any kind of alcohol must be permitted with the Special One-Time Permit from NC ABC Board. If in violation, the event will be cancelled and renter and guest will be asked to leave. ALL MONIES WILL BE FORFEITED. Fines enforced by the North Carolina Alcohol Law Enforcement will be paid by the Renter.

**Maintenance:**

Renter shall maintain the premises in a safe and sanitary condition; use and operation of all fixtures properly; and forbid any other person from destroying, defacing, damaging, or removing any part from the premises.

Initial:\_\_\_\_\_

**Illegal Substance:**

The FCRC is a drug free, no tolerance environment. If any guest violates this agreement, all drug questions, violations, or concern will be addressed by the Renter to the local authorities. At that time the Renter will be held accountable, and all guests will be asked to leave and vacate the premises, as well, ALL MONIES WILL BE FORFEITED, DEPOSIT INCLUDED.

**Cancellation Policy/Refunds:**

Refunds of the deposit shall be granted based upon the following:

1-2 months in advance 75%

2 weeks in advance 50%

Under 2 weeks in advance \$0

A 3.1% charge will be assessed to canceled rentals paid by invoice or credit/debit card.

**License and Restrictions:**

Any required licenses (alcohol beverage license, etc.) are the renter's responsibility. The renter may not use the facility for any commercial activities unless specified in the rental agreement. Alcoholic beverage license must be posted prior to occupying the area rented.

**Liabilities:**

The renter agrees to assume all liability and not hold the FCRC responsible for any injuries to persons or damage to the property caused by the renter or any other person on the premises during occupancy of the premises. The renter agrees to pay all costs of attorney fees incurred by the FCRC in defending any lawsuit or other actions brought regarding such injuries and damages. All personal property on the premises is at the renter's risk and the FCRC shall not be held responsible for any loss or damages. The renter is responsible for the actions and conduct of all guests.

Initial: \_\_\_\_\_

**Guest:**

Renter understands the Friendship Community Resource Center, Inc. is a public facility where other activities may take place in other areas of the venue during Renter's time. Please ensure your guest stay in the area specified in your agreement. Guest must leave 45 minutes after event is over. Ensure proper supervision of all children.

**Parking:**

Park in designated parking areas.

**Smoking Area:**

Designated smoking area is located at the back of the fellowship room. There is NO SMOKING near any of the entrance doors.

**Weapons:**

Regardless of permit or concealed carry, NO firearms or weapons are permitted on the premises. Local Law enforcement will be contacted should a weapon or firearm is brandished.

**+Damage Deposit:**

Renter will pay a deposit/damage fee upon execution of this contract. The Renter will acknowledge the condition of the premises prior to occupying the property. The Renter agrees to return the premises to the FCRC in good order and assume financial responsibility if not. Damage deposit will be returned after joint inspection in 2 business days after the rental. If there are discrepancies, the deposit will be held until the discrepancies are satisfied at the owner's discretion. However, if the cost is more than the deposit, the renter will be billed. Deposits will be returned in the form of a check. Damage Deposit Fee: \_\_\_\_\_

**Warning:**

This is a legal and binding agreement. You should not sign unless you understand it completely. Consult an attorney for assistance, if needed. Any changes to this agreement must be obtained in writing prior to the occupancy date. VIOLATIONS OF THIS AGREEMENT SHALL BE GROUNDS FOR IMMEDIATE TERMINATION OF THE AGREEMENT AND NO MONEY WILL BE REFUNDED.

Initial: \_\_\_\_\_

This Rental Agreement is made and is effective (month)\_\_\_\_\_ (date)\_\_\_\_\_ of 20\_\_\_\_\_.  
By and between Friendship Community Resource Center, Inc. hereinafter referred to as the  
“Owner” and above named Renter.

\_\_\_\_\_  
FCRC AGENT PRINT NAME

\_\_\_\_\_  
RENTER/LEASE PRINT NAME

\_\_\_\_\_  
FCRC AGENT SIGNATURE

\_\_\_\_\_  
RENTER/LEASE SIGNATURE