

SHILOH BAPTIST CHURCH

EXTERNAL EVENT FORM



Rev. Dr. Danielle L. Brown, Senior Pastor

IMPORTANT INFORMATION

To secure an event on the Shiloh Baptist Church calendar, this form must be completed and submitted **no less than 6 weeks** prior to the projected start date of the event.

This will ensure proper coordination and maximum success of the proposed event.

STEPS:

1. Submit this form in its entirety.
2. Once forms are submitted, you will receive a confirmation email.
3. Please allow at least 2 weeks for full approval.
4. Once the event is approved, you will receive a copy of this form signed by the Senior Pastor, Rev. Dr. Danielle L. Brown, and the Chair of Trustees, Trustee Marla Ham-Chakotae, along with an email that entails next steps to help guide you in your event planning process from our administrative team.

PLEASE NOTE: Your request is not approved until you receive an approved and signed copy of this form, along with written confirmation from the administrative team. Under no circumstances should the event be advertised prior to approval of event.

CONTACTS:

Director of Administration, Sister Jaelynn Holder: admin@shilohplainfield.org | 908-754-3353 ext. 119

Office Manager, Sister Marleen Powell: officeassistant@shilohplainfield.org | 908-754-3353 ext. 100

CHURCH OFFICE OPERATION HOURS:

Sunday: 8-2pm | Monday – Thursday: 9-5pm

CONTACT INFORMATION

Today's Date: _____

Organization: _____

Full Name of Event Leader: _____

Event Leader Email Address: _____

Event Leader Cell Phone #: _____ Home Phone #: _____

Event Leader Home Address

City

State

Zip

EVENT DETAILS

Name of Event: _____

Purpose of Event: _____

Event Description: _____

Requested Date(s) of Event:

Please list your top 3 dates of choice in order. For ex: #1 = top choice, #2 = secondary choice, #3 = last choice

Date #1: _____

Date #2: _____

Date #3: _____

Will this event be: In Person Virtual Hybrid (virtual & in-person)

Type of Event:

Meeting Celebration Breakfast

Workshop Concert/Program Lunch

Ceremony Filming Dinner

Other: _____

REQUESTED LOCATIONS FOR EVENT:

- Sanctuary (Max Capacity: 1200) = \$450 per hour
- Cultural Arts Center/Gym (Max Capacity: 900 chairs only; 700 chairs & tables) = \$175 per hour
- Media and Production Suite = \$75 per hour **rate subject to change depending on equipment needed**
- Outdoor Areas (parking lots) = \$75 per hour
- Lobby Area (Vestibule/Chapel Area) – (Max Capacity: 60) = \$75 per hour
- Conference Room (Max Capacity: 30) = \$100 per hour
- Choir Room (Max Capacity: 50) = \$75 per hour
- Classroom Suite (2 Classrooms - Max Capacity: 20-30 each) = \$75 per hour/classroom
- Other: (please specify) _____

Note: Rental rates include set-up/break-down of tables & chairs if needed. Based on the specific needs of your event, additional fees may be required. **All fees are subject to change.**

SUPPORT STAFF

I understand that depending on what is needed for my event, the following support staff will be required.

**** Means these items are required for all events****

Initials _____

Custodial Fee = \$75 per hour *

Culinary Arts Support Person = \$25 per hour

Media Support Person = \$75 per hour

Security Personnel = \$50 per hour *

Parking Attendants = \$20 per hour

Start Time of Event: _____ End Time of Event: _____

Amount of Time Needed to Set Up: _____

Amount of Time Needed to Break Down: _____

Expected # of Attendees: _____

Maximum # of Attendees Allowed (if applicable): _____

EVENT SET UP

Will you need tables and chairs set up? Yes or No

If yes, please indicate the quantity needed:

Round Tables _____ Rectangle (7') Tables _____ Black Metal Folding Chairs _____

Will any equipment or furniture be delivered for this event? Yes or No

If yes, please describe the items being delivered and from what company and list possible delivery dates.

Please note delivery dates are contingent upon the Shiloh Baptist Church calendar and are not to be set up without approval from the administrative team. A member from your event team must be present during the delivery.

Initials _____

Please describe in detail or sketch the arrangement for tables and chairs below (if applicable).

Note: If there is no preference, a basic set-up will be arranged according to your event type.

Will this event require decorations? Yes or No

Decorations: Decorations may be placed on tables and chairs within the designated rental area. Signs or decorations may also be placed on room dividers, doors, and walls within the designated rental area with non-damaging adhesive ONLY. Using nails, hooks, tacks, screws, or other fasteners into any part of the facility is also prohibited; Candles are not allowed. Confetti, glitter, bird seed, and rice (for throwing) are prohibited inside and outside the building. The Renter shall not cause or allow the facilities to be damaged, marred, or in any manner defaced or changed.

KITCHEN USE

Will food be served at this event? Yes or No

A representative from the Shiloh Culinary Ministry must be present whenever the kitchen is in use at the renter's expense.

Note: Renter is responsible for supplying all kitchen items such as: serving utensils, eating utensils, cups, plates, napkins, linens, etc.

All caterers must provide a \$1 million insurance liability certificate with Shiloh Baptist Church added for the date of the event. Initials _____

A copy of the caterer's business license and liability insurance certificate must be emailed to admin@shilohplainfield.org. Initials _____

RESOURCES AND MEDIA REQUESTS

Will this event require any of the following? If so, please list the quantity (if applicable).

_____ Microphones	_____ Sound System/Speakers
_____ CD Player	_____ TV w/ HDMI cord
_____ Lectern/Podium	_____ TV w/ DVD player
_____ White Board	_____ Flip Chart/Easel
_____ Wireless Internet	_____ Projector w/ Screen

Are you requesting this event be recorded? Yes or No

Are you requesting this event be live streamed? Yes or No

Note: A Shiloh Media Team member must be present if the above items are needed at your expense. Initials _____

TERMS AND CONDITIONS

Payment: *Once your event has been approved you will be sent a final contract with payment details.* All deposits and rental fees must be received as per payment schedule indicated on final contract, with final payment being due seven (7) days prior to event. Failure to submit payments on time may result in loss of rental space AND forfeit of deposit. Payments can be in the form of cash, cashier's check, or money order. Checks shall be made payable to Shiloh Baptist Church with event name in the memo.

Contract Amendments: The Shiloh Baptist Church has the right to amend/cancel a rental for the following reasons:

- Necessary Renovations/Repairs
- Severe Weather Conditions/Declared State of Emergency
- Special Event hosted by the Shiloh Baptist Church

Should this occur then the Renter will have the option to either reschedule the event based on availability or receive a full refund of all payments.

Cancellation/Other Changes Policy:

Renter must contact the Church Administrator seven (7) business days prior to the event should the Renter need to reschedule the reserved date(s). Reserved dates(s) may be rescheduled based on availability. If a new date is not available, the Renter will receive a refund of all payments. However, **deposits and rental payments will NOT be refunded if reservation is cancelled (not rescheduled) by the Renter less than seven (7) business days prior to the event.**

Illegal Substances: The consumption, possession, and/or selling of alcoholic beverages/illegal substances in the Shiloh Baptist Church or on the property and grounds is strictly prohibited and will be strictly enforced. Failure by any individual or group to adhere to this rule will result in immediate eviction, loss of security deposit, and permanent denial of future use of this facility.

Smoking: No smoking is allowed in the building or surrounding property and grounds.

Behavior/Language: The Renter will be held responsible for the behavior of the participants and must abide by all notices and regulation signs posted in the facility and within this contract. Improper language, verbal abuse, disrespect to staff and/or public will not be tolerated and will also be grounds for eviction and/or loss of future usage privileges.

Damage: The Renter shall be held financially responsible for the following: any damages to the facilities during the rental period, including but not limited to the building furniture, equipment, grounds, and surrounding area; any theft of Shiloh Baptist Church property that can be proven to have occurred during the rental of the facility; any other financial harm which was caused in whole or part by the Renter.

Destruction: If Shiloh Baptist Church facilities are destroyed or damaged by fire or any unforeseen occurrence that shall make the fulfillment of the contract impossible, then this contract shall terminate, all payments will be refunded, and the Renter waives all rights to any claims against Shiloh Baptist Church.

Responsibility: The conduct of the Renter, guests and vendors while on Shiloh Baptist Church property shall be the responsibility of the Renter. During or resulting from the rental period, the Renter accepts responsibility for the following: any injury to person(s) or property, loss of or damage to property, theft of personal property on Shiloh Baptist Church premises. Failure by any individual or group to follow all applicable rules will result in eviction. Shiloh Baptist Church reserves the right to evict any objectionable person(s) from the premises. Violation of rules may result in the denial of future reservation requests.

Indemnity: The Renter agrees to release, indemnify, keep and save harmless, Shiloh Baptist Church, its officers, and employees from any and all responsibility or liability for any and all damages, injuries, liabilities, losses, and expenses incurred by any person or party in any way from the Renter's use of the facility, grounds, and equipment.

Certificate of Insurance: The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit. The General Liability insurance policy must name "Shiloh Baptist Church" as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.

Security: Security needs are decided and scheduled solely by Shiloh Baptist Church staff. Shiloh Baptist Church will supply security personnel, to be paid for by the Renter, for any event in which is deemed necessary. Security is not responsible for any valuable items left in the facility. The Renter should take the necessary precautions to protect personal property.

Facility Support Staff: Staff and security will be on site for the duration of your rental and have been delegated certain tasks. Please respect his/her instructions. The church administrator may take any action necessary to ensure contract

conditions are being followed, which may include eviction and/or loss of future usage privileges. Disrespect to Shiloh personnel will not be tolerated and will also be grounds for eviction and/or loss of future usage privileges.

End of Rental: The Renter and guests must end the rental on time as indicated in the contract. If the Renter exceeds the allotted time for the event specified on the Facility Rental Contract, or if the Renter or Renter's guests fail to vacate the premises and assume responsibility for any unaccompanied minors in a timely fashion, additional fees may be imposed including but not limited to additional rental facility fee, coverage of overtime for Shiloh Baptist Church personnel, and loss of deposit. Overtime Rental fee is \$250.00/hour.

Clean-Up: The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, and decorations must be removed from the premises no later than the closing time stated on the contract. Catering areas must be cleaned and left in as good a condition as found. All trash should be placed in trash cans. All floors should be clear of any spillage and debris. Shiloh Baptist Church will be responsible for mopping floors, taking out trash, cleaning restrooms, and takedown of any tables and chairs.

- No Drugs or Alcoholic Beverages
- No Gambling
- No Smoking
- No Fighting
- No Use of Inappropriate Language
- Food and beverages are allowed only in the designated rental area.
- Attendees are restricted to the rented area, except as needed during arrival and departure or to use rest room facilities.
- Signs or decorations may be placed on room dividers, doors, and walls within the designated rental area with non-damaging adhesive ONLY. Using nails, hooks, tacks, screws, or other fasteners into any part of the facility is also prohibited.
- All staging and personal equipment must be broken down and removed immediately following the event.
- Renter will be responsible at his/her expense the hospitality crew and private security for their artists at the renter' expense.
- Use of audio or sound equipment is allowed upon request only and must be requested on this form. Request will not be granted the day of the event if not indicated on this Event Form first.
- If additional equipment is needed, it is the Renter's responsibility.
- A representative from the Shiloh Media Team must be present whenever media equipment is in use at the expense of the Renter.
- Adult supervision must be present for all activities involving or including minors.
- There shall be no interference with other activities in the facilities.

- Shiloh Baptist Church personnel shall not be restricted in their ability to access the designated rental area(s).

I have read and accept the rental contract conditions (and any attachments if applicable) and understand that failure to adhere to these conditions and facility regulations may result in the loss of any deposits, rental payments and/or future privileges.

By accepting this contract, the user(s) agrees to accept all responsibility for any damage to property or facilities caused by usage and/or damages sustained by participants or spectator and agrees to indemnify the Shiloh Baptist Church.

Name of Person Completing Form (PRINT): _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Approved

Not Approved

Further Discussion Required

Reasons for Disapproval/Discussion Items:

Senior Pastor

Date

Chair of Trustee Ministry

Date