



EVENT/WORKSHOP Worksheet

Considered part of Rental Agreement.

EVENT NAME: _____ DATE: _____

Person(s) Responsible: _____

Mobile Phone: _____ Other _____

Email Address: _____

Purpose: _____

Title of Event _____

Event Date(s): _____

Time(s): _____

Rental Rates. Renter shall pay HLSC for the following facilities and time frames:

Rental Time	Sanctuary Only	Light House Only	Light House w Kitchen	Decks Add-on	Rent All Spaces
2-3 hours (min 2 hours)	\$100/hr	\$80/hr	\$100/hr	\$20	\$200/hr
½ day (up to 4 hours)	\$375	\$300	\$375	\$70	\$700
Full day (up to 8 hours)	\$700	\$550	\$700	\$130	\$1300

Circle rate(s) from above: \$ _____ X Hours or days if applicable _____ = Sub Total \$ _____

RENTAL ADD-ON OPTIONS:

- Set-up by HLSC: \$15/ hr per person set-up and tear down __ X __ = __ X \$15 = \$ _____
- Table Cloths: __ Rectangular X \$5 ea = \$ _____ OR __ Rounds X\$10 each = \$ _____
- Round Tables: __ X \$10 /Table = \$ _____
- Other _____ = \$ _____

Total Rental with Add-on charges \$ _____

To secure this booking (or event rental), this form must be ACCOMPANIED with

- Signed Rental Agreement
- Payment (Deposit or in full within 30 days) made via Cash, CC, Check, PayPal or Cash App **AND**
- Credit card authorization form completed and signed OR \$200 Security Deposit

Payments:

50% deposit total to book your event
 Remaining 50% due 30 days prior to event
 Event may be cancelled if balance due is not paid 30 days prior.
 Payments accepted: Cash, Check, Creditcard, PayPal, CashApp

Cancellations: All Cancellations are subject to a

\$75 Admin Fee deducted from any refund.
 ~ 90+ Days from Event: Full Refund (Less Admin Fee)
 ~ 90 - 31 Days from Event: 50% Refund (Less Admin Fee)
 ~ 30 Days from Event: No Refund or Rescheduling

Additional Rental Notes on back...



HeartLight Spiritual Center Weddings and Events Facilities Use Agreement

EVENT NAME _____ EVENT DATE _____

THIS AGREEMENT made as of this _____ day of _____, 20____, by and between **HeartLight Spiritual Center (“HLSC”)**, whose address is 7300 Mallard Creek Road, Charlotte, NC 28262, and _____, (“Renter”) collectively, the “Parties”.

The Parties agree as follows:

Event Space Rental: HLSC hereby grants a limited and revocable license (the “Agreement”) to the following Renter for use on the Event Date or Recurring Dates and during the hours specified under this Agreement. Arrival and departure times are the beginning and ending times of the agreement. There is no additional set-up or tear down time granted outside the contract hours. We accept rentals from 8 AM to 11 PM

Condition: The HeartLight Family has great appreciation for our Spiritual Home. Renter will be responsible for clearing all trash generated at the Event and depositing it in the proper waste receptacles on site. A \$50 cleaning fee will be charged if the space is not left in the same condition as received from HLSC including chairs and tables. Any stains on the Sanctuary Carpet from the event shall incur a \$150 Carpet Cleaning Fee.

Damages: Renter shall be responsible for any damage caused by Renter’s use of the Space.

Items Included: 6’ rectangular tables with chairs are part of the rental. Tablecloths and round tables are available for rent.

HeartLight Event Staff: Staff will be available on premises for the duration of any event. They are there for everyone’s safety and to be of service as needed.

Decorations: All decorations must be free standing. Nothing may be attached to the walls. No balloons with confetti. Battery operated candles only.

Outside Vendors: Caterers, Decorators, Event Coordinators, Bartenders, DJ’s, etc. are permitted with signed Outside Vendor Agreement.

Noise: HeartLight is in a residential neighborhood. Following Mecklenburg County guidelines, sound must be no greater than 85 Decibels and must stop by 9 PM on weekdays and 11 PM on weekends. Staff can measure noise level and communicate if adjustments need to be made. Two warnings will be offered to adjust the sound level. Event sound must be terminated if a 3rd notice is required.

Cleaning/Damage Deposit: Renter will put a credit card on file for any issues with cleaning, damage or fees for going past event end time. In lieu of a credit card on file, Renter may provide a \$200 Cash Deposit refunded within 2 weeks after event if there are no issues.

HVAC: Any reasonable requests for adjustment to the HVAC system will be performed by the HeartLight staff.

Alcohol: Wine, Beer and Champagne is acceptable. We do not have a liquor license, therefore, Liquor, (anything that needs to be purchased – or contains anything that needs to be purchased - at an ABC Store) requires an ABC One-time Event Permit. 2 Week processing and \$50 fee to obtain the permit from <https://abc.nc.gov/Permit/SpecialPermits>

A/V Equipment: Should Renter desire to use our A/V equipment, renter will pay our A/V Coordinator directly the prevailing fee per hour. Only the A/V Coordinator may turn on or use A/V equipment including mics, pianos or projection system.

Disclaimer: The Space shall be provided by HLSC as-is and HLSC makes no warranty regarding the suitability of the Space for Renter's intended use.

Right of Entry. HLSC shall have the right to enter the space at any time for any reasonable purpose, including any emergency that may threaten damage to HLSC's property or injury to any person in or near the space.

Indemnification. Renter hereby indemnifies and holds harmless HLSC from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property, injury or illness caused to any person (including death) caused by Renter's use of the Space, including any acts or omissions on the part of Renter or of its hired Vendors, including their employees, officers, directors, independent contractors, or other agents. Renter shall notify HLSC of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury.

Cancellation. Renter may cancel the Event by notifying HLSC. The cancellation policy is outlined in the Rental Worksheet.

Termination: If circumstances beyond the control of HeartLight (Acts of God, severe weather, utilities down, etc.) force us to cancel your reservation, renter can choose to allow all sums paid to be refunded or credited toward a re-scheduled event.

Governing Law. This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of North Carolina, without regard to conflicts of law principles.

Entire Agreement. This Agreement, along with any planning worksheets and credit card authorization forms, constitutes the entire agreement between Renter and HLSC, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

Any additional items of agreement:

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

RENTER: (Person Making Payments)

Sign _____

Print _____

HEARTLIGHT SPIRITUAL CENTER

Sign _____

Print _____

HeartLight Spiritual Center Representative

Rental Notes:

Expected Guests:

Tables and Chairs:



HeartLight Event Center Credit Card Authorization Form

PLEASE COMPLETE AND RETURN THIS AUTHORIZATION FORM.
All information will remain confidential. This form is part of the rental agreement.

EVENT NAME: _____ DATE OF EVENT: _____

Cardholder Name: _____

Cardholder Email: _____

Billing Address: _____

Credit Card Type: ____ Visa ____ MasterCard ____ Discover ____ AmerExp

Credit Card Number: _____

Expiration Date: _____ CVC Code: _____

Deposit Amount to Charge: _____ (USD)

INITIAL HERE to authorize HeartLight Center to charge the above credit card for Balance Due 30 Days prior to Event Date indicated above.

INITIAL HERE to authorize HeartLight Center to charge the above credit card for any of the following that apply to the rental: (No initial requires a \$200 cash security deposit)

- A) Cleaning Fee: Up to \$50 if Center not left in same condition as rented
- B) Damage to Center: Up to \$200 (Over \$200 client will be notified)
- C) Time Overage fees: \$75 per 15 Minutes over scheduled end time

Cardholder - Print Name, Sign and Date Below:

Signed: _____

Name: _____

Dated: _____

Notes:

Deposit Charged: _____

Balance Due Charge Date: _____

To Use **Paypal**: Send Payment to Info@HeartLightCharlotte.org

To use **CashApp**: Send Payment to \$HEARTLIGHTEVENTS

The information on this form will be kept secure and shredded after the event.

HeartLight Wedding & Event Center
7300 Mallard Creek Road, Charlotte, NC 28262
704-669-7300
weddingsandeventsclt@gmail.com