

Kingdom Life Center Policies

Deposits and Payments

- All payments are nonrefundable donations to LWCC. A \$200 refundable deposit is required with the signed contract and will be refunded after the event, pending inspection. A nonrefundable deposit of \$100 will be required at the time of booking. A two week cancelation notice will be required allowing you to transfer deposit to a different date subject to availability within 12 month period.
- All deposits and payments must be paid in cash or with debit or credit card 2 weeks prior to event. No checks are accepted.
- All events that extend after KLC business hours will require an events coordinator.

Decorations

- All rentals are for a 4 hour period. If your event extends beyond the 4 hour period you will be charged prior to the extension for, no less that 30 minute increments accordingly.
- All events, except for weddings are given 4 hours prior to the event for decorating. Weddings are given the entire day of the event; guest may decorate the day of or the day prior with special notification made for arrangements.
- A request of tables and chairs must be made with a 14 day advance notice. Upon request for tables and chairs, additional charges will be added.
- Dripleless candles only held within proper fire and heat resistant candle holders are allowed on the premises. No open flames or the use of silly string will be permitted.

Catering /Sound

- All parties and events will require food catering services from outside the KLC. The kitchen is not and will not be made available for any events. No supplies, equipment or utensils from the kitchen may be used. KLC will supply trash cans and liners for trash only.
- Please instruct all catering and food servers to utilize the dumpsters behind the gym. A \$50 charge will be imposed for any leftover food or trash not properly disposed of.
- KLC does not supply any sound equipment. Secular music may be played but must not contain profanity or any sexually explicit material. It is understood that the KLC will not provide any extension cords, party supplies and/or decorations.

Security

- All events are subject to mandatory security. No weapons of any kind allowed on premises.
- No inappropriate, threatening, or offensive language/nature will be tolerated. Inappropriate attire is prohibited. This includes exposure of the underwear or other body parts, including nude and inappropriate images of any attire.
- Theft, vandalism or destruction of property will not be tolerated.
- Absolutely no smoking, alcohol or illegal drugs on premises. Any guest determined to be under the influence of controlled substance will be asked to leave the premises.

Liability Disclaimer

I certify and agree to indemnify and hold harmless Living Word Christian Center/Kingdom Life Center Events, all Executive Offices, and all staff/employees and servers of any and all claims, damages, losses and expenses, including attorney's fees, resulting from my or my party's use of the facilities.

Signature _____ Date _____

Witness by _____

LWCC Kingdom Life Center Agreement

Name : _____

Phone Number: _____ Type of Event: _____

Reference: _____

Date of Request: _____ Requested Room: _____

Expected Guest # : _____ Time Allotted: _____

Tables: _____ Chairs: _____

Table Cloths: _____ Chair Covers: _____

Additional Notes: _____

Total Estimate \$ _____ **Date of Event:** _____

Deposit Required: \$ _____ Balance Due: _____ Date: _____

Deposit Paid: \$ _____ Date: _____

Security Deposit Received \$ _____ Security Deposit Returned \$ _____

I, _____, understand these policies and will adhere to them in keeping with proper order and structure of the Kingdom Life Center facilities.

Signature: _____ Date: _____

For Official Use:

Received by: _____ Reference Check: _____

Date Submitted: _____ CM _____ NM _____

Approved: _____ Declined: _____ Confirmed: _____

Security: _____ Events Coordinator: _____

Review: _____
