

# **ASBURY PLACE FELLOWSHIP HALL**



## **General Information**

Thank you for your interest in renting Asbury Place! We are thrilled to host your event in this amazing space! We offer over 2,800 square feet of event seating space, a commercial kitchen, and seating for up to 150 people.

Contact [asburyrentals@cokeburychurch.com](mailto:asburyrentals@cokeburychurch.com) with your event's desired date, times, and contact info. All reservations must be made at least two weeks before your event.

Asbury Fellowship Hall can be viewed online through Facebook or on our website, [www.cokesburychurch.com/asburyplace/](http://www.cokesburychurch.com/asburyplace/).

To be viewed in-person please make an appointment Monday-Thursday, 10:00 am to 3:30 pm. The agreement to use Asbury Fellowship Hall must be completed and returned upon booking. Your time begins upon arrival to set up or decorate and ends after Asbury Fellowship Hall is returned to arrival condition and doors are locked. Upon signing the agreement, you will be charged a deposit of 50% of the total donation. **The deposit must be paid to reserve the spot.** The deposit is to hold the space on the calendar and is only refundable if cancellation is made two weeks before the event date. The final payment will be due **one week** before your event at which time you will pick up the key as well.

## **What's Included**

- ✓ 2,800 square feet of usable space.
- ✓ Seating for 125-150 guests. 175 Standing Room ONLY.
- ✓ Round tables for seating and rectangular tables for food/gifts/cake etc.
- ✓ Commercial kitchen, beverage station (tea & coffee maker), and ice machine.
- ✓ Large Screen TV, Microphone, Podium, and Projector Screen. (Projector NOT Provided)
- ✓ Asbury Place's standard set-up is with 8 round tables, 2 rectangle tables, 1 square table, and 50 folding chairs. (Additional chairs and tables are available for use.)

## **Rules for Facility Use**

1. Asbury Fellowship Hall must be cleaned and returned to the way it was found, with tables and chairs re-set, all dishes must be washed and returned to their original location, and all trash must be removed. Custodians come in to sweep and mop ONLY. (*Garbage cans are located outside the service entrance.*)
2. **Upon arrival, please take a picture of the setup to ensure it is returned to its original arrangement.**
3. Return the key to the front office immediately after the event. An after-hours drop box is on the office door of the church. It is located on the 9th Avenue street side of the church.
4. No decorating or event item drop-off can be done before your event arrival time. NO EARLY DECORATING ALLOWED. Please do not enter Asbury Fellowship Hall if another event is in progress.
5. **Due to regulations set by the United Methodist Church, we are unable to permit any alcohol use on campus. ASBURY FELLOWSHIP HALL IS MONITORED BY VIDEO AND AUDIO EQUIPMENT.**
6. All reservations are subject to cancellation based on the Alabama West Florida Conference of the United Methodist Church and State of Florida directives.

# **ASBURY PLACE EVENT HALL AGREEMENT**

Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Est #of people: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Upon Signing, you agree to the following terms:

1. Any Cancellations need to be done two weeks before your event.
2. No Alcohol or Smoking is allowed in our buildings or on our premises.
3. Cokesbury Church follows the Safe Sanctuary Policies laid out by the Alabama West Florida Conference. These policies can be found at <https://awf-www.brtsite.com/awfsafesanctuaries>. (By signing below, you acknowledge that you have been provided with the information to read and abide by the policies.)
4. \*ALL RESERVATIONS SUBJECT TO CANCELLATION BASED ON THE ALABAMA WEST FLORIDA CONFERENCE OF THE UNITED METHODIST CHURCH AND STATE OF FLORIDA DIRECTIVES.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Indemnification Clause**

A representative for any group leasing Asbury Place must sign the following Indemnification Clause.

The (Group) agrees to indemnify, defend, and hold harmless Cokesbury United Methodist Church and its officers, directors, agents, and employees from and against any and all demands, claims, and damages to persons or property, losses, and liabilities, including reasonable attorney's fees, arising out of or caused by the (Group) or its attendees' negligence or willful misconduct.

\_\_\_\_\_ Initials

Cokesbury Church follows Safe Sanctuary Policies laid out by the Alabama West Florida Conference. These policies can be found at <https://awf-www.brtsite.com/awfsafesanctuaries> . By signing below, you acknowledge that you have been provided the information to read and abide by the policies.

\*ALL RESERVATIONS SUBJECT TO CANCELLATION BASED ON ALABAMA WEST FLORIDA CONFERENCE OF THE UNITED METHODIST CHURCH AND STATE OF FLORIDA DIRECTIVES.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Payment Section**

***(Please include hours needed for decorating and clean-up purposes. Chairs and tables are available for use, but the event hall must be returned as found)***

First 3 hours                      \$500.00                      \$ \_\_\_\_\_

Each Addtl hour      \$50.00 x # of Addtl Hrs \_\_\_\_\_      \$ \_\_\_\_\_

Additional Set-Up      \$35.00                      \$ \_\_\_\_\_

Mandatory Cleaning Fee \$75.00                      \$ \_\_\_\_\_

A 3% Processing fee will be  
applied to all credit/debit card transactions      \$ \_\_\_\_\_

Total Cost of all Services:                      \$ \_\_\_\_\_

50% Deposit due upon signing                      \$ \_\_\_\_\_

Balance Due:                      \$ \_\_\_\_\_

Cash, check/money order, and credit/debit cards (3% Fee) are accepted payment methods.

\_\_\_\_\_ Initials