
MOUNT OLIVE LUTHERAN CHURCH

10310 Scarsdale Boulevard
Houston, TX 77089
281-922-5673

FEE Schedule for Special Events

- 1] We offer the use of our fellowship hall and kitchen for receptions, parties, and other events.
- 2] We must be sure that the church calendar is cleared, and the facilities are available.
- 3] The facility will NOT be reserved until we receive 50% down to secure the date. We offer our facilities on first come, first paid basis.
- 4] We have calculated our facility costs to cover utility expenses for heating and air conditioning, some wear and tear. The fees charged do not realistically generate income to the congregation, but do help defray maintenance, and utilities.
- 5] We do have a custodian on staff. Those renting the facilities may arrange to have custodial clean up done by our staff for a fee. We prefer to have our facilities returned to us clean, and the way the users have found them. To insure that this is done, we require a refundable \$150 deposit in addition to other charges. It will be returned to you in cash at the end of the event.

Our Fellowship Hall:

\$60.00	Per hour. Calculate time of use, plus time of decoration and set up. <i>As example</i> , a reception from 6 pm to 10 pm = \$240.00 Clean up time 10 pm to 12 pm = \$120.00 Decoration on the night before 6 pm to 8 pm = <u>\$120.00</u>	\$560.00
\$100.00	Additional if alcoholic beverages are to be served from a bar. This covers the additional wear and tear on the facility. It is understood that the function may not charge [a cash bar, where guests purchase beverages.] The party assumes all responsibility and liability.	
\$100.00	Additional charge is required to provide for a uniformed police officer at the event when alcoholic beverages are offered. If the officer determines that certain persons have had too much to drink, the persons will forfeit vehicle keys. They will be asked to leave by transportation provided at their expense [cab, or private vehicle]. This is to protect against any danger.	
\$150.00	Refundable deposit when the hall is cleaned and returned to the condition it was found in prior to the reception preparations.	

All Fees are payable: 50% deposit, plus \$150 refundable security deposit in advance.
This fee is paid at the time event is scheduled on the church calendar.
All balance amounts are due one week prior to the service.

I (we) the undersigned have read The Fee Schedule, and hereby agree to the terms of this contract.

Signed	Print Name	Date
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Signed	Print Name	Date
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