

Contact Name: _____ Phone: _____ Email: _____ Event Date: _____

Type of Event: _____ # Attendees: _____



New Hope Ministries of Philadelphia
1052 Easton Rd, Roslyn, PA 19001

Rental Information for New Hope Ministries

New Hope Ministries has affordable, comfortable, functional spaces for rent for daily, evening, or weekend rental. We have spaces for all occasions—parties, weddings, funerals, classes, meetings, exhibits, pop-up shops, musical lessons, performances, etc. We rent to individuals 21 years or older, non-profit organizations, and businesses.

Scheduling your event:

Email or Call Facilities Manager to check availability: facilities@newhopefbw.com 877-566-0650

You will be required to fill out a user agreement and submit a non-refundable deposit to book.

Rental Rates (Non-Active Members):

✓	Description		✓	Description
	Sanctuary – General Use \$600 General Use Includes use of sanctuary, sound, 2 microphones, parking lot, 4 attendants (2 door attendants + 2 service attendants)			Clergy \$200
	Sanctuary – Funeral \$500 Funeral Use Includes use of sanctuary, sound, 2 microphones, parking lot, 4 attendants (2 door attendants + 2 service attendants)			Musician (keyboard, drums, vocalist) \$150 each
	Sanctuary – Wedding \$700 Wedding Includes use of sanctuary, sound, 2 microphones, parking lot, room for groom, room for bride, 4 attendants (2 door attendants + 2 service attendants)			Sound & Video Systems \$100 monitor w/sound for slideshows, etc. (sanctuary) \$150 Tech Manager (first 3 hrs)
	Williams Hall – 100 person capacity \$100/hr. – (3 hr. minimum)/ \$60 ea. additional half hr. Includes use of 5 tables + 50 chairs, 2 attendants (2 door attendants + 1 host)			Event Streaming via Zoom \$200 Includes personalized digital invite & edited recording of event
	Lower Fellowship Hall – 100 person capacity \$100/hr. – (3 hr. minimum)/ \$60 ea. additional half hr. Includes use of 5 tables + 50 chairs, 2 attendants (2 door attendants + 1 host)			Additional Tables & Chairs \$8 per table – Specify # of tables _____ \$1 per chair – Specify # of chairs _____
	Conference Room Rental – 25 person capacity \$35/hr. – (3 hr. minimum)/ \$40 ea. additional half hr. Includes use of 4 training tables + 8 chairs, 2 attendants (2 door attendants + 1 host)			Print, Video Production, Graphic Design, & Floral Arrangements <i>Prices available upon request and vary based on services requested.</i>

****Reservations are not final until a signed copy of this document and a \$100 deposit are received by New Hope Ministries.**

TOTAL AMOUNT DUE: _____ **TOTAL PAID:** _____ **BALANCE:** _____

PAYMENT TYPE: cash cashapp credit card check # _____

Contact Name: _____ Phone: _____ Email: _____ Event Date: _____

Type of Event: _____ # Attendees: _____

Rental Rates (Active Members):

All requests for facility usage by active members of New Hope Ministries must be directed to the church office.

The church building and grounds may be used without rental fee by active, contributing members for weddings, memorial services & funerals, and major life passages. The church member must have made identifiable financial donations within the previous calendar year toward support of the church and its programs.

Rental Policy:

1. Arrangements
 - a. All arrangements for use of the building are to be made with the church office at facilities@newhopefwb.com or 877-566-0650
 - b. Reservations are not final until a signed copy of this document and a security deposit of \$100 are received by New Hope Ministries and a date is confirmed on New Hope's Calendar of Events.
 - c. After your reservation is confirmed by the office, the remaining balance for your reservation must be paid within 10 business days (2 days before your event for funerals).
 - d. Any charges for additional services during your event must be paid for at the conclusion of your event.
 - e. Checks should be made payable to **New Hope Ministries**. Please include the date of your event in the memo.
 - f. Payments may also be made via CashApp to **\$newhopeministries215** or on our website at www.newhopefwb.com/donate. Please include the date of your event in the notes section.
2. Activities, Equipment, & Décor
 - a. Insurance letter is required for all outside caterers
 - b. Decorations will not be affixed to the wall, doors, ceiling, light fixtures, carpeting, or any other finished surfaces of the rooms.
 - c. Only dripless candles may be used and only on tables.
 - d. The sound systems may be used only with prior clearance and with skilled supervision by a member of the church.
 - e. Smoking is not permitted in any church building.
 - f. Alcoholic beverages are not permitted in the church building or on the church property.
3. The following are strictly prohibited!
 - a. Alcoholic beverages on church property.
 - b. Smoking in church building
 - c. Throwing of rice, birdseed, or confetti
 - d. Bands or music outside the buildings, by non-church members.
 - e. Cookout Fires
 - f. Glitter on any surface
 - g. Parking on Grass
 - h. Food or drinks in the Sanctuary
 - i. Rental of any part of the facility, unless otherwise stated, does not guarantee parking

Lessee Signature

Date