

**To Book a Private Function at Compelled Church:**

1. Events are booked at the sole discretion of the pastoral staff. This applies to all facilities. The person that is renting must be at the function the entire time.
2. Private functions will not be booked more than 4 months in advance of the event.
3. Contact the Church office during normal business hours (Monday – Thursday | 8:30AM – 4PM) with your request at 734.850.0051.
4. Complete this *Guidelines/Reservation Form* and return it to the Church office with the rental fee (cash or checks payable to Compelled Church). **BEDFORD RENTALS: \$150, HOLLAND RENTAL: \$100**

**FOR BEDFORD RENTALS (8970 Jackman Rd. Temperance, MI)**

- Private functions can be reserved Fridays between the hours of 1pm-9pm or Sundays between the hours of 2pm-9pm. You must be cleaned up and out of the building by 10pm. Due to Compelled Church Events & Gatherings, we do not book the Bedford Location on Saturdays.
- Only the Worship Center & Kitchen are available for private rentals.
- 20 round tables available, seat 6-8 per table. Multiple size banquet tables available.

**FOR HOLLAND RENTALS (1007 S McCord Rd. Holland, OH)**

- Private functions can be reserved Fridays between the hours of 1pm-9pm, Saturdays between the hours of 9am-9pm. Sundays between the hours of 2pm-9pm. You must be cleaned up and out of the building by 10pm.
- We rent out the multipurpose room (~50 people capacity) or the Worship Center (~100 people capacity)
- 8 Round table available, seat 6-8 per table. Multiple size banquet tables available.

**Sound | Multi Media:**

1. We do not allow the use of our multi-media equipment (projector, multi-media computer) for private rentals. We do have 2 free standing TV's with USB/flash drive capabilities that would be available for picture slide shows.
2. Use of any sound system is permitted for background music purpose only. Available options are Spotify or cds.

**The Person Signing this *Guidelines/Reservation Form* is responsible for the following:**

1. The setup of all chairs and tables in accordance for the next Compelled event or Gathering. Please refer to the attached seating layout for weekend gatherings.
2. Please bring your own paper products, tableware, table clothes, etc. Please do not use the churches' paper supplies.
3. Please bring in your own, drinks, coffee and tea. You may use the churches' coffee maker and carafes. **\*Please do not use soap in the carafes. They must be cleaned with water only.**
4. No one is allowed on the platform at any time and any damage to anything on the platform by guests or children will be the sole responsibility for replacement cost by the person reserving the room.
5. Please clean all serving spoons or items used and put them away before leaving the building.
6. All kitchen counters must be wiped and free from clutter.
7. All left-over food must be removed from the kitchen and the refrigerator.
8. All trash must be put in the hallway outside the kitchen. Please no fluids in the trash that will stain and leak on the carpet.
9. All decorations and items brought in for the function must be removed when the function is over.
10. For hanging décor on the walls, please use Command strips or Painters tape. The use of Duct Tape or masking tape is prohibited as it damages the walls.

11. Alcoholic or tobacco products are prohibited on Compelled Church property. Firearms are also prohibited with or without a concealed weapons permit.
12. Animals are not permitted in the building at any time.
13. Social dancing is prohibited. DJ's are prohibited.
14. All secular music being played during the function must be pre-approved by the Church.
15. There is to be no selling of 50/50 raffle tickets.
16. There is to be no serving of red punch, red pop, or grape juice, or any drink that will stain the carpets.
17. If anything is damaged, it will be responsibility of the undersigned to replace or fix it promptly.
18. Compelled Church Gatherings and activities have priority over private event rentals. Compelled Church reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

Mandie Reinhart, Event Coordinator, will be the contact person for any questions you may have upon completing and returning this form to the Church office. She will be in contact with you once the event is approved.

Email: mandie@compelledchurch.tv

I have read and agree to the above guidelines:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### EVENT INFO

- Location Requested:     Bedford Location Worship Center/Kitchen (Cost is \$150)  
                                    Holland Location Worship Center (Cost is \$100)  
                                    Holland Location Multipurpose Room (Cost is \$100)

Reason for Event: \_\_\_\_\_

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

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Date and Time for Decorating/Set-Up for Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

#### Sound/Media Request

- Request for use of Free standing TV's