

## VENUE RENTAL AGREEMENT

TRUE WORD MINISTRIES, dba We Care Community Center  
500 N. Jackson Ave  
Quitman, MS 39355

1. **The Parties:** This venue rental agreement (the "Agreement") is made on \_\_\_\_\_ (the effective date) is by and between:

Venue Name: True Word Ministries, dba We Care Community Center, with a mailing address of 500 N. Jackson Ave., Quitman, MS (the Landlord) and

Renter Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

2. **VENUE INFORMATION.** The Renter agrees to rent the Property located at:  
Property Name: True Word Ministries, dba We Care Community Center  
Property Address: 500 N. Jackson Avenue, Quitman, MS 39355

Property Description: (Select one)  
0 Main Center 0 Kitchen 0 Outside grounds

Use of Venue: (Event Type, Birthday, Family Reunion, Funeral, Wedding, Etc)  
\_\_\_\_\_

Hereinafter known as the "Venue".

3. **RENTAL PERIOD.** The Renter will have access to the Venue  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

4. **PAYMENT.** All venue rentals must be paid in Advance. The cost is:  
0 – 3 Hr. \$ 50.00 per hr.  
4 Hr. \$ 75.00 (Includes one hour "set up" and "take down" decorating, etc.  
8 Hr. \$ 125.00 (Includes one hour "set up" and "take down" decorating.

5. **CANCELLATION.** Full refund if notified one week in advance. No refund for No Show or non-notification. Emergency cancellation will be considered.

6. **Included Services & Amenities:** The rental fee includes access to the inside venue space and the following:

The Main Center  
Tables & (white folding Chairs)  
Padded Chairs ( at an additional charge or fee)  
Restrooms  
Kitchen (at an additional charge or fee)

**No Sound Equipment** is provided without prior approval and at additional fee.)

**No Access** to the STAGE or Equipment.

**7. Responsibilities.**

- The Renter is responsible for setting up & cleaning the venue after the event.
- No decorations may be nailed or taped to the walls without prior approval.
- The Landlord is NOT responsible for any lost or stolen items during the rental period.
- The Renter may “*set up*” and “*take down*” one hour before the event and one hour after the event.

8. **Insurance:** True Word Ministries, dba We Care Community Center shall not be liable for any bodily or any other injuries or damage that may occur at the facility, and by signing this agreement the Renter is releasing True Word Ministries, dba We Care Community Center from any and all injuries or damages.

9. **Additional Terms.** The venue shall not be used for any illegal activities.

10. **Signatures:** By signing below, both parties agree to the terms and conditions set forth in this Venue Rental Agreement.

Venue Rental Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_