



Victory Outreach Whittier Special Event Contract

Thank you for hosting your special event at Victory Outreach Whittier. It will be our pleasure to host you and make your experience memorable and professional.

Date and Time of Rental: _____

Space requested for event: _____

Desired time of Set-up: _____

Rental Fees

Rental fees are as follows:

\$100/hour

*Includes space and the use of tables (Up to 20 Round/10 Rectangle) & chairs included

Surcharges

Table Linen (\$5 Each): _____ (Qty. Needed)

Extra Table (\$5 Each): _____ (Qty. Needed)

Sound (\$50 Flat Fee): _____

Lighting (\$50 Flat Fee): _____

*Basic lighting

Media (\$50 Flat Fee): _____

*Use of LED Wall

Other Media needs including but not limited to: choice of music, video playback and other services can be negotiated at the time of event approval.

***Coordinators & Ministers available upon requests.**

Catering

You may bring your own food or hire an unaffiliated caterer to provide your food.

Caterer must provide proof of health department certification.

Alcohol Acquisition and Policies

Alcohol is not permitted on the premises.

Deposit: \$250

Deposit guarantees that the space is held and is non-refundable. Guest count may be changed up to 72 hours before the event. If guest does not change count before the 72 hour deadline, guest will be charged for the count in this contract. All orders are subject to a hold in the amount of \$100 as a partial security deposit. Upon the occurrence of the theft or any broken equipment, Customer is responsible for paying to us the fair market value (as determined by Victory Outreach Whittier in its reasonable discretion) of the Equipment. Victory Outreach Whittier may, at its option, apply any Security Deposit to any amounts owed under this Rental Agreement by Customer. If the Security Deposit is insufficient to pay the fair market value of the Equipment, then Customer is responsible for immediately paying Victory Outreach Whittier the remaining amounts owed to Victory Outreach Whittier. Following termination of this Rental Agreement, Victory Outreach Whittier shall release the balance of the Security Deposit, if any, without interest, to Customer if and only if Customer has fulfilled all of its obligations under this Rental Agreement.

Agreement: (Filled out by Victory Outreach Whittier)

Total price for space rental: _____

Surcharges: _____

Tax: _____

Total: _____

Deduct deposit: _____

Total amount due at event: _____

Please sign below (after above information is filled out with Victory Outreach Whittier) and initial all pages. Please scan all pages to vowhittier@gmail.com or turn in a physical copy to our office located at 7021 Greenleaf Ave. Whittier, CA 90602

I agree to all terms of this Agreement:

Agreed to by: _____ Date: _____

Approved by (Victory Outreach Whittier Representative): _____

Print Name: _____

I authorize \$250 to be held as a deposit for the event described in this contract.

Credit Card # _____

Name on Card: _____

Expiration Date: _____ CRV Code: ____ Zip Code: _____