

Bethel A.M.E. Church
5050 Richard Allen Boulevard, Detroit, MI 48202
Guidelines and Expenses for General Use of Church Facilities

Bethel A.M.E. Church is pleased to offer its facilities for events consistent with the best interest of the Church and community. If your request is approved, Bethel A.M.E. Church assumes no responsibility for conditions or acts beyond its control *and shall not be held liable for accidents to anyone attending private events or activities.*

- A “**Building Use**” request form, available upon request, must be completed and submitted.
- The party/parties making the request is expected and required to use the facilities with normal care and consideration.
- Scheduled use for all activities or events shall not exceed four (4) hours. Should the event or activity exceed four (4) hours, a fee of fifty dollars (\$50.00) will be charged for each additional hour or for any part of an hour used.
- The balance of the contracted fee is due two (2) weeks prior to the date of the event. Failure to comply may result in cancellation of your event and your booking fee of \$200.00 will not be refunded.
- A full list of services and fees are provided for your convenience.

To avoid cross scheduling of events, all services and/or events shall be scheduled through the Administrative Assistant or Senior Pastor, with Trustee Board approval.

- Events not sanctioned by The Church Office cannot be supported. Your understanding and cooperation are appreciated.

SPECIAL NOTES:

1. Deposit:

- a. To secure your date, a **\$200.00 deposit** is due when your application is approved. This deposit is non-refundable if cancelled within two (2) weeks of the date of the event.
- b. Should your event require the use of the full ***\$200.00 Kitchen Use fee** is required and due two (2) weeks prior to the date of the event.

2. Cancellation Policy:

- a. Events cancelled prior to one month of the event will receive a full refund; however, if cancelled within two (2) weeks of the date of the event, your deposit will not be refunded.

3. Event Set Up:

1. For “Sit Down” receptions, a fifty-dollar (\$50.00) set up fee is required and includes:
 2. The use of one (1) coffee urn,
 3. Round or rectangle tables and chairs, or combination.
 4. Personal equipment must be approved, in advance, by Church personnel; however, the Church is not responsible for damage to personal property or equipment.

4. Musicians, Pianist, Organist, Soloist, etc.:

- a. Arrangements for musicians must be handled between the party and selected musicians.
- b. Visiting Musicians are not permitted to move or rearrange church equipment or instruments and must request assistance from church staff if necessary.
- c. A list of available musicians will be provided upon request.

5. Kitchen Use:

- a. *Full use of the kitchen* includes access to all kitchen facilities, stove, refrigerator, warming station, and utensils.
- b. *Partial use of the Kitchen* is defined as refreshment set up only. There will be no preparation of meals or warming of food. Use of the warming station, stove, refrigerators, etc. is prohibited. You may bring in chaffing dishes and Hot boxes to keep food warm.
- c. A member of the Kitchen Committee or a Trustee of Bethel ***must*** be available at all functions.

6. Church Wedding Coordinator (required):

- a. Serves as the coordinator between the Church and the bride or groom and communicates what is and not acceptable at the Church.
- b. Coordinates the needs and concerns of the Church with the party responsible.
- c. For an additional fee, the Bethel Wedding Coordinator is available to serve as the Wedding and/or Reception Coordinator.
- d. Should you have a personal Wedding Coordinator, Bethel's coordinator must be on sight to answer questions and concerns of the personal consultant, during the wedding rehearsal, wedding and/or reception.



**Agreement for Use & Services of
Bethel African Methodist Episcopal Church
5050 Richard Allen Boulevard, Detroit, Michigan 48202**

MEMBER

Name _____

Type of Event _____

Date of Event _____

Time of Event _____

Date(s) of Rehearsal _____

Time of Rehearsal _____

Please indicate services needed.

BUILDING	<i>Cost</i>	
____ Wedding Package (Sanctuary, Choir Rm, Parlor) & Required Wedding Coordinator	\$600	
____ Funeral Package (Sanctuary, Audio and Bereavement Coordinator)	No Fee	
____ Sanctuary (Includes Audio)	\$ 500	
____ Brooks Chapel Hall	\$ 100	
____ Choir Room	\$ 50	
____ Nurse's Room	\$ 50	
____ Usher's Room	\$ 50	
____ Lewis Fellowship Hall	\$ 150	
____ Kitchen (Full)	\$ 100	
____ Kitchen (Partial)	\$ 50	
____ Parlor	\$ 50	
____ Library	\$ 50	
		_____ Total Building Cost

SERVICES		
____ Security	\$265 (4 Hours) (TBD)	
____ Projector	\$ 50	
____ 70 Inch TV	\$ 85	
____ Organist	\$200	
____ Audio Technician (Required for Wedding & Funerals)	\$ 75	
____ Zoom (Tech Availability)	\$150	
____ Soloist (Availability)	(TBD)	
		_____ Total of Services

_____ Total Event Cost

CLIENT

Signature _____

Print _____

Date _____

TRUSTEE

Signature _____

Print _____

Date _____