



## CHURCH RENTAL AGREEMENT

Thank you for choosing the Panhandle Pioneer Settlement for your special event. We hope you enjoy your time with us. Please review the following regulations, complete our agreement and return with deposit.

### RESERVATIONS

- A reservation for the Church is secured when a deposit of \$25 is received. This fee is refundable upon compliance with regulations.
- If you are renting the Gym or Club House this deposit is waived.  
The remaining balance is due 14 days prior to the event date.

### RENTAL FEES

- Methodist Church Rental: \$50.00 for a maximum of 2 hours. \* Add 7.5% sales tax.

### RENTAL HOURS

- The rental fee includes: Hours scheduled.
- Additional hours are \$20.00 per hour.
- Additional hours needed must be scheduled at the time of rental agreement.  
If additional hours for set up are requested on days other than the event, regular rental rates will apply.

### RENTERS CLEAN UP:

- Trash must be gathered and taken off the Settlement premises. Dumpsters are conveniently located in Sam Atkins Park in picnic area with blue roof.
- Pews should not be moved without permission.  
Return anything moved to its original location.

### TOURS

- Tours are not included in the rental fee. They are available by appointment and for our customary fees.
- If your event takes place after open hours all buildings are closed except those rented.
- If your event takes place during open hours you can arrange for Settlement tours with staff in the General Store. There is a fee of \$6 for adults and \$3 for children. Typical tours are sent in groups of no more than 12 persons and take about an hour.
- Settlement hours: Open year round from 10 - 2 CST, Tuesday, Thursday, Friday, and Saturday. Also by appt.

### DECORATION GUIDELINES

- No nails or abrasive adhesives can be used to hang decorations.
- Use only drip less candles inside of buildings, and tea lights on outside porches. Renter assumes all liability of damages from candles including, damage from waxes, fire, or personal injury.

### PARKING

- Parking inside of the Settlement is allowed only on the north side of the gymnasium.
- Handicap parking is located in the front end of the parking lot near the ramp leading to the gymnasium.
- Vehicles MAY NOT go past the posted signs.
- Special arrangements can be made for transporting elderly and disabled from the parking lot to other rented buildings, please make all arrangements at time of reservation.

### OTHER INFORMATION

- Drugs and Alcohol are not permitted on Settlement grounds.
- Smoking is only allowed in the driveway of the settlement near ashtrays. DO NOT litter with cigarette butts.
- Loitering is not permitted for children or adults. The building(s) rented, the surrounding area, and restrooms are allowed for traffic ONLY.
- The renter assumes responsibility for monitoring all children. Children may not enter General Store unattended.  
The renter is responsible for any breakage or theft during the rental period.

**Contact the office: 850-674-2777 Mon. - Fri. 8 - 4 pm CST**



# CHURCH RENTAL AGREEMENT

Name \_\_\_\_\_

Rental Date \_\_\_\_\_

Address \_\_\_\_\_

Start Time \_\_\_\_\_

\_\_\_\_\_

End Time \_\_\_\_\_

Work Phone \_\_\_\_\_

Please note that this building will only house approximately 85-88 people.

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Function \_\_\_\_\_

# of People \_\_\_\_\_

**Special Instructions / Needs:**

**CLEAN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Deposit Fee:</b> <small>(not required with additional building rentals)</small>	<b>\$25.00</b> <small>(nontaxable)</small>
<b>\$50.00</b> (2 hour maximum):	
# of additional non-event hours ____ X \$20.00:	
+ 7.5% sales tax:	
<b>Subtotal:</b>	
<b>Balance Due:</b>	

The deposit fee of \$25.00 is charged for staffs clean up. A refund will be issued if the renter satisfactory cleans up the facility.

**Renters must notify the Settlement at time of agreement if they are going to clean up.**

I have read the information provided to me in the previous page and understand my responsibility as renter.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to:

**By Fax**  
850-674-2778  
If faxing form, mail or deliver  
deposit payment  
as listed to the right

**By Mail**  
PO Box 215  
Blountstown, FL 32424

**In Person**  
17869 NW Pioneer Settlement Rd  
Blountstown, FL 32424  
Inside Sam Atkins Park