

A large, rustic hall with high ceilings, exposed wooden beams, and numerous round tables set for a formal event. The tables are covered with white cloths and feature elaborate floral centerpieces and lit candles. The lighting is warm and ambient, with string lights and pendant lights visible. The overall atmosphere is elegant and sophisticated.

THREAD & VINE

HALL · AT GIBSON MILL

PUBLIC RENTAL AGREEMENT

Rental *agreement*

For weddings, parties, companies and every celebration in between.

RENTAL AGREEMENT · DRAFT FOR ATTORNEY REVIEW

Public rental agreement

This agreement is between SOJO Church, which owns and operates Thread & Vine Hall at Gibson Mill, and the Renter named below, for an event booked at public rates. Fill it in on screen, then sign.

I. Parties and event details

- 1.1 This Rental Agreement (the **Agreement**) is made between SOJO Church, a North Carolina nonprofit corporation [confirm exact corporate name], doing business as Thread & Vine and as Thread & Vine Hall at Gibson Mill (**we, us** or the **Venue**), and the person or organization signing below (**you** or the **Renter**).

<hr/>	
Renter (person or organization)	
<hr/>	<hr/>
Contact person	Phone
<hr/>	<hr/>
Email	Mailing address
<hr/>	<hr/>
Event type	Event date
<hr/>	<hr/>
Room(s) reserved	
<hr/>	<hr/>
Expected guests	Alcohol served? (yes / no)
<hr/>	<hr/>
Access begins (setup)	Event begins
<hr/>	<hr/>
Event ends	Load-out complete by
<hr/>	<hr/>

- 1.2 The **Event** is the gathering described above and on your Rental Application. The **Rental Period** runs from the access time to the load-out time. You may not use the Venue for any other purpose or at any other time.

IN PLAIN WORDS

Who is renting, which rooms, when you can get in and when you need to be out.

2. Renter type and eligibility

- 2.1 You are booking at public rates. You must be at least **[21]** years old, and you will be present for the whole Event or name in writing an adult who will be.
- 2.2 If you are booking for a company or organization, you confirm you have authority to sign for it, and the organization is responsible under this Agreement along with you.

Organization (if booking for one)

Your title

IN PLAIN WORDS

Standard rates. The person who signs is responsible, and someone who signed must be there.

3. Rental fee

Item	Amount
Room rental at standard rates	<input type="text"/>
Less discount (off-season or founding season, if any)	<input type="text"/>
Cleaning fee (\$250)	<input type="text"/>
Sound and AV (\$100 per hour with our technician)	<input type="text"/>
Other add-ons (security, extra hours, coffee service, other)	<input type="text"/>
Total rental fee	<input type="text"/>
Booking deposit due at signing (50% of room rental)	<input type="text"/>
Refundable security deposit	<input type="text"/>

- 3.1 Rates are those in the Thread & Vine Hall pricing sheet for public rates in effect on the date you sign. One discount per booking; discounts apply to room rental only.

IN PLAIN WORDS

This is the price, written down. Add-ons are never discounted.

4. Deposits and payment

- 4.1 A non-refundable **booking deposit** of 50% of the room rental is due when you sign. Your date is not held until we receive this Agreement signed and the deposit paid.
- 4.2 The balance of the rental fee is due no later than 30 days before the Event. Bookings made within that window are paid in full at signing. Hourly room rentals are paid in full when booked.

- 4.3 We accept [check, card and ACH]. Card payments may include a processing fee of [3%].
- 4.4 A balance not paid by its due date incurs a late fee of [\$50]. If the balance is more than [7] days late, we may cancel the booking under section 7. A returned check or failed payment incurs a [\$35] fee.

IN PLAIN WORDS

50% holds the date. The rest is due 30 days before. Late payments cost extra and can cost the date.

5. Security deposit

- 5.1 A refundable **security deposit** of [\$500] for events in the Loom, or [\$150] for events in other rooms, is due with the balance.
- 5.2 We return the security deposit within [14] days after the Event, less any amounts for damage, missing items, extra cleaning, overtime or unpaid fees, with a written list of anything withheld.
- 5.3 If costs exceed the security deposit, you agree to pay the difference within [14] days of our invoice.

IN PLAIN WORDS

Leave the place as you found it and you get it all back.

6. Access, setup and overtime

- 6.1 You and your vendors may enter the Venue only during the Rental Period. Saturday events end by 11:00 PM, with load-out complete by [12:00 AM], because the Church meets on Sunday mornings. Friday events may run until 2:00 AM.
- 6.2 Our team sets the venue's tables and chairs to the floor plan you approve at least [14] days before the Event. Changes after that, or on the day, are made when staff time allows.
- 6.3 Extra hours booked in advance are [\$250] per hour, based on availability. Staying past the load-out time without advance booking is billed as overtime at [\$200] per half hour or part of one.
- 6.4 A rehearsal the day before is [1 hour, included, based on availability] for wedding rentals in the Loom.

IN PLAIN WORDS

Come in when your time starts, be out when it ends. Extra time is available if you book it; surprise time costs more.

7. Cancellation and rescheduling

- 7.1 Cancel more than 180 days before the event: you may move your date once, to a date within 12 months, with no fee. Otherwise the booking deposit is kept.
- 7.2 Cancel 180 days or less before the event: the booking deposit is kept.
- 7.3 Cancel 30 days or less before the event: the full rental fee is due.
- 7.4 Amounts kept or owed under this section are **liquidated damages**, not a penalty. A late cancellation costs the Venue bookings it turned away, staff and vendor commitments and marketing it cannot recover, and that loss is hard to measure. You and we agree these amounts are a reasonable estimate of it.
- 7.5 If you cancel and we later book the same date and rooms with another renter at an equal or higher room rental, we will refund what you paid beyond the booking deposit, less a \$250 rebooking fee, within [30] days after the replacement event takes place. Whether and when a date is rebooked is our decision, and we are not required to give your date priority over our other open dates.
- 7.6 A moved date must fall within 12 months, is billed at the rates in effect for the new date, and cannot be moved again or refunded. Amounts already paid carry over to the new date.
- 7.7 All cancellations must be in writing (email is fine). Changing to a smaller room or fewer hours after signing is treated as a partial cancellation.
- 7.8 If you break this Agreement or the Facility Use Policy, or a payment is more than [7] days late, we may cancel the booking with written notice and keep the booking deposit.

IN PLAIN WORDS

Plans change. Far enough out, you can move your date once. Closer in, the deposit is ours, and inside 30 days the whole rental is owed because we can't rebook the date. If we rebook your date with someone else, we refund what you paid beyond the deposit, less a small rebooking fee.

8. Church priority and Sunday use

- 8.1 The Venue is home to SOJO Church. Sunday mornings are always reserved for the Church. In rare cases, such as a funeral or an urgent ministry need, the Church may need a reserved date.
- 8.2 If that happens, we will give you at least [60] days' written notice when possible and offer you the choice of a new date at no extra cost or a full refund of every amount you paid. That refund is the full extent of our responsibility.

IN PLAIN WORDS

It almost never happens, but if the church needs your date, you get plenty of notice and either a new date or all your money back.

9. Facility Use Policy

- 9.1 The Thread & Vine Hall Facility Use Policy is part of this Agreement. You confirm that you have read and signed it, that the Event as described on your Rental Application fits it, and that your guests, vendors and performers will follow it.
- 9.2 If the Event is misrepresented or conflicts with the Facility Use Policy, we may cancel the booking or end the Event, and you forfeit the booking deposit and any rental fees paid.

IN PLAIN WORDS

The policy comes with the room. If the event isn't what was described, we can end it.

10. Vendors and catering

- 10.1 You may use any caterer, florist, photographer, DJ, band, rental company or planner who is licensed as required and carries general liability insurance of at least \$1,000,000. Each vendor provides a certificate of insurance naming SOJO Church as additional insured at least [14] days before the Event.
- 10.2 You give us a list of vendors, with a contact name and phone for each, at least [14] days before the Event. Vendors follow the same rules, access times and cleanup standards you do, and you are responsible for them.
- 10.3 Food must come from a licensed caterer or be served by you and your guests for a private event. Caterers remove all food, trash and equipment at the end of the Rental Period. Cooking with open flame indoors is not allowed; chafing dishes may use [enclosed gel fuel or electric warmers].

IN PLAIN WORDS

Bring the vendors you love, as long as they're licensed and insured. They follow our rules, and you're responsible for them.

II. Alcohol

- 11.1 The Thread & Vine Hall **Alcohol Policy** is part of this Agreement. If you plan to serve alcohol, you and your bartender sign it with this Agreement.
- 11.2 Alcohol may be served only by a licensed, insured bartender or mobile bar service that carries liquor liability insurance of at least \$1,000,000, naming SOJO Church as additional insured.
- 11.3 You may not sell alcohol or charge guests for drinks, including through tickets or donations, without the proper ABC permits and our written approval. No one under 21 may be served. Bartenders check ID and may refuse service to anyone.
- 11.4 Bar service ends at least [30] minutes before the Event ends. No shots, kegs [without approval] or drinking games. Alcohol stays inside the Venue and the Deck.

IN PLAIN WORDS

Licensed bartenders only, no sales, no one under 21, and last call 30 minutes before the end.

12. Tables, linens and equipment

12.1 Tables, chairs and linens from the Venue's inventory are available as an add-on, quoted with your event and set to your approved floor plan. Missing or damaged items are charged at replacement cost.

IN PLAIN WORDS

Add our tables, chairs and linens if you need them. Leave them here and in good shape.

13. Rules of use

- Nothing nailed, screwed, taped, stapled or glued to brick, timber, walls, floors, windows or curtains. Use freestanding décor, [approved removable hooks] or our existing hanging points.
- No confetti, glitter, rice, birdseed, sparklers, fog or haze machines [without approval], or open flame. LED candles are welcome; real candles only in glass that fully encloses the flame, with our approval.
- No smoking or vaping inside or within [25] feet of an entrance.
- Venue furniture, sound equipment and lighting are moved and operated only by our team or our sound technician.
- Animals other than service animals need our written approval.
- Fire exits, aisles and doors stay clear at all times. Guest counts may not exceed the posted capacity of any room.
- Parking is in marked Gibson Mill lots only. Guests may not block neighboring businesses or loading areas.

IN PLAIN WORDS

Freestanding décor only, nothing that sticks, sparkles or burns, and keep the exits clear.

14. Guests, children and security

- 14.1 You are responsible for your guests' conduct from arrival to departure, including in the parking areas.
- 14.2 Children under [16] must be supervised by an adult at all times. Children may not play on the stage, the Deck stairs or any equipment.
- 14.3 Licensed security officers, arranged by us at [\$45] per officer per hour, are required for events over [150] guests where alcohol is served and for all concerts. We decide the number of officers based on the event.

14.4 Our event lead is on site for every Event and may stop service, end an Event early or ask a guest to leave if conduct becomes unsafe or unlawful. No refund is due in that case.

IN PLAIN WORDS

Watch the kids, look after your guests, and for bigger events with alcohol, we bring in security.

15. Music and sound

15.1 Amplified music and sound must stay at a level our event lead considers reasonable for the room and the neighbors, and amplified music ends by the Event end time.

15.2 The Venue's sound system, microphones, projector, screens and stage lights are run only by our technician, at \$100 per hour for sound and AV.

15.3 Concerts and shows feature Christian artists and music, as the Facility Use Policy requires. You provide the performer list and program at least [30] days before the Event.

15.4 The Church holds a CCLI license for worship use. You are responsible for any other music performance or streaming license your Event requires [Attorney to confirm: whether public concerts also need ASCAP, BMI or SESAC licenses].

IN PLAIN WORDS

Music's welcome; keep it reasonable. Our tech runs our system.

16. Walkthroughs and cleanup

16.1 You or your named contact walk through the Venue with our event lead at the start and end of the Rental Period and sign the Walkthrough Checklist, noting any existing damage.

16.2 Before load-out ends, you: remove all décor, food, beverages and personal items; bag all trash and take it to the [dumpster at ____]; break down and return any rented items; and leave restrooms and the kitchen area as you found them. Our team handles sweeping and resets the venue's furniture.

16.3 A **cleaning fee** of \$250 is part of every rental and covers the normal clean after your Event. Cleanup well beyond normal, such as stains, spills, damage to linens or trash left behind, is charged at cost from the security deposit.

IN PLAIN WORDS

We walk the space with you before and after. Take your things and your trash, and we'll do the sweeping.

17. Damage and lost items

17.1 You are responsible for any damage to the Venue, its furnishings or the Gibson Mill property caused by you, your guests or your vendors, beyond normal wear. Repairs are made by us or our contractors at cost.

17.2 We are not responsible for lost, stolen or damaged property belonging to you, your guests or vendors. Items left behind are held for [7] days and then donated or discarded.

IN PLAIN WORDS

If something breaks, you cover the repair. We can't be responsible for things left behind.

18. Insurance

18.1 A one-day special event liability policy with at least \$1,000,000 per occurrence, naming SOJO Church as additional insured, is required for every event in the Loom, every event where alcohol is served, and every event with more than [100] guests. A certificate of insurance is due at least [14] days before the Event.

18.2 Event insurance is easy to get from many providers for a modest fee. We can suggest a few when you book.

IN PLAIN WORDS

Most larger events need a one-day insurance policy. It's inexpensive and protects you as much as us.

19. Liability and indemnification

19.1 The Thread & Vine Hall **Liability, Insurance and Release Addendum** is part of this Agreement. It covers assumption of risk, release, indemnification, the limit on the Venue's liability, insurance and attorneys' fees. You must sign it with this Agreement, and no booking is final without it.

19.2 If this Agreement and the Addendum ever conflict, the Addendum controls.

IN PLAIN WORDS

If someone gets hurt or something goes wrong because of the event, the event's host is responsible, not the church. Our attorney finalizes this wording.

20. Events beyond anyone's control

20.1 If the Venue cannot be used because of fire, flood, severe weather, utility failure, government order, public health emergency or another event beyond our reasonable control, we will offer a new date within [12] months or refund every amount you paid. That is the full extent of our responsibility.

20.2 Weather that makes travel harder but does not close the Venue is not a reason to cancel without the terms in section 7.

IN PLAIN WORDS

If the building can't open, you get a new date or your money back.

2I. General terms

- 21.1 This Agreement, the Facility Use Policy, your Rental Application and the pricing sheet in effect when you sign are the whole agreement. Changes must be in writing and signed by both of us.
- 21.2 You may not assign this Agreement or sublet the Venue. North Carolina law governs, and any dispute will be heard in Cabarrus County. If any part is found unenforceable, the rest stays in effect.
- 21.3 This Agreement and the Addendum may be signed electronically and in counterparts. Electronic signatures, and scanned or emailed copies, have the same effect as originals.
- 21.4 We may photograph the empty, decorated space for our own marketing. We will not use photos of your guests without your permission.

IN PLAIN WORDS

This is the whole deal; changes go in writing.

Signatures

- ☐ I have read and signed the Thread & Vine Hall Facility Use Policy.
- ☐ My Rental Application is true and complete.

By signing, you confirm that the information above and on your Rental Application is true, that you have read and agree to this Agreement and the Facility Use Policy, and that you are authorized to sign for the Renter.

RENTER

THREAD & VINE HALL (SOJO CHURCH)

Signature

Signature

Printed name and title

Printed name and title

Date

Date