

Decatur Seventh Day Adventist Church Event Rental Packages & Deposits



Event Rental Packages & Security Deposit Form

Security deposits for all event rentals are a refundable fee collected by Decatur Seventh Day Adventist Church to cover potential damage or loss related to the equipment, venue, or services rented for an event.

This deposit acts as a form of insurance to protect the facility from unforeseen issues.

Decatur Seventh Day Adventist Rental Security Deposit: **\$500**

Refund Process

After the event, the rental company will inspect the equipment and venue to assess any damage or missing items.

If the event space AND all equipment are in good condition:

- **Full refund:** The deposit is refunded in full within two weeks, **according to company policy.**

If there are damages or losses:

- **Partial refund:** The cost of repairs or replacements will be deducted from the deposit, and the remaining balance will be refunded.
- **No refund:** In cases where the damage exceeds the deposit amount, additional charges may be incurred.

How to Ensure Full Deposit Return

- **Review the contract:** Understand the company's terms for deposit deductions and "normal wear and tear."
- **Inspect items upon delivery:** Document any pre-existing damage or issues with the rental items to avoid being held responsible later.
- **Follow setup/breakdown guidelines:** Review specific instructions for handling or storing the equipment provided in the "Rental Information" document, to ensure you adhere to them.
- **Return items on time:** Late returns may incur fees that will be deducted from your deposit.
- **Clean as agreed:** Ensure your event space is cleaned and left in the condition specified in the contract.





Basic Furniture Setup/Breakdown Package (Required - \$300)

Furniture Setup Includes:

- **Chairs and tables:** Arrangement of chairs and tables according to the event floor plan.
- **Linens:** Laying out tablecloths (If rented) & chair covers.

Furniture Breakdown Includes:

- **Tables and chairs:** Folding and removing all tables and chairs.
- **Linens/ Tablecloths:** Gathering used linens for return or cleaning.

Cleaning Package (Required - \$200 - \$250)

- **Venues:** Cleaning fees for venue rentals: \$200 - \$250
 - **Basic cleaning:** \$200 for trash removal, sweeping, and light cleaning.
 - **Deep cleaning:** \$250 if professional cleaning services are required for significant messes or damage (e.g., carpet cleaning, large spills).

Tablecloth/Linen Rentals (Optional)

- **Linens:** Renter can provide personal linens, or facility can provide linens for the renter at:

\$10 per tablecloth/linen (price includes cleaning cost)

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- I, _____ understand the Basic Setup/breakdown Package is required and includes furniture setup and breakdown services.
 - I, _____ understand the Cleaning Package is required for all events and agree to the applicable cleaning fee.
 - I, _____ understand the rental of tablecloths for ___ round tables and/or ___ rectangular tables is optional and will be charged at \$10 per tablecloth/linen.

Client Signature

Date

Authorized Manager Signature

Date



2321 CANDLER ROAD
DECATUR GA 30032



(404) 284-6908



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Acknowledgement of Overview, Package Options & Payment Plans

- Payment in full in the amount of \$_____, paid with _____
- Installment amount \$_____ paid with _____
- Deposit required \$_500.00_, Deposit paid with _____
- Remaining amount \$_____ to be paid by (Date) _____

Client Name (Please Print)

Date

Client Signature

Decatur SDA Church Authorized Representative

Date



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