

Dream Center

of Body of Christ Church

Rental Information



Meetings



Parties &
Showers

Family
Reunions



Weddings &
Receptions

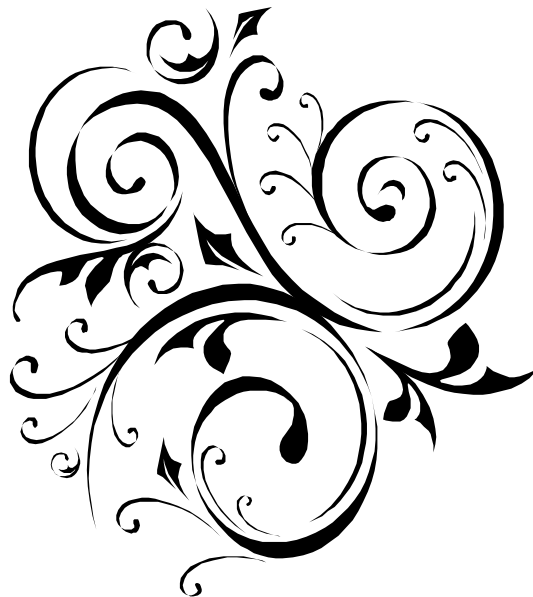
BOCC Dream Center
Phone: 919-872-1931
E-Mail: dceventcoordinator@gmail.com



Thank you for your inquiry regarding renting the Dream Center for your special event. Here is preliminary information to help you start planning.

If you are interested in booking space, please submit the room rental and equipment (if applicable) request form(s) and a signed Terms & Conditions to the Event Coordinator; she will check availability for the date. The date is not held until a signed Terms & Conditions and deposit are received.

We look forward to working with you to make your event one to remember .





Room Rental Rates

PRIMETIME SPORTS LOUNGE..... (Capacity: 50 people)	\$150.00 for 2 hours \$65.00 each additional hour Security Deposit...\$150.00
DINNER THEATRE..... (Capacity: 220 people)	BOCC Member: \$1,000.00 for 4 hours \$200.00 each additional hour Security Deposit...\$300.00 BOCC Non-Member: \$1,200.00 for 4 hours \$250.00 each additional hour Security Deposit ...500.00
REGENERATION SALON & SPA..... (Capacity: 50 people)	\$100.00 for 2 hours \$40.00 each additional hour Security Deposit ...\$100.00
BOCC ARENA GYMNASIUM..... (Capacity: 850 people)	Sports Use: \$55.00 per hour * ^a Game/Tournaments: \$75.00 per hour *Scoreboard Keeper Included Security Deposit ...\$150.00 ^a Referees Available Upon Request, must submit request 2 weeks before game or tournament. Non-Sports Use: \$600.00 for 2 hours \$250.00 each additional hour Security Deposit ...200.00
MULTI-PURPOSE ROOM..... (Capacity: 75 people)	\$150.00 for 2 hours \$65.00 each additional hour Security Deposit ...\$150.00
SET-UP and BREAKDOWN FEE.....	\$50.00/room
AFTER HOURS STAFF.....	\$25.00 per hour per staff member

Security deposit(s) must be paid with a personal check, cashier's check, or money order. Security deposit(s) will be refunded 14 days after the holding of all event(s) less any damage cost if applicable.

If client(s) cancel the scheduled event(s), the security deposit(s) will be forfeited.



Equipment Rental Rates

Microphone	\$15.00 per hour
DVD Player	\$15.00 per hour
Television	\$20.00 per hour
Screen	\$20.00 per hour
Projector	\$25.00 per hour
Sound Technician	\$50.00 for 4 hours \$15.00 each additional hour
Chaffers & Serving Utensils	\$10.00 without sterno burners \$15.00 with sterna burners

The equipment security deposit is \$150.00. In the event of damage the deposit will be forfeited towards the repair And/or replacement of the equipment. Additional money will be owed if repair and/or replacement exceed the equipment deposit of \$150.00.

Equipment set-up and breakdown must be done by Dream Center Employee.

Equipment deposit(s) must be paid with a personal check, cashier's check, or money order. Security deposit(s) will be refunded 14 days after the holding of all event(s) less any damage cost if applicable. If client(s) cancel the scheduled event(s), the equipment deposit is refundable.



ROOM RENTAL REQUEST FORM

Thank you for your interest in having your upcoming event at the Dream Center. Please complete the following information and we will be happy to check your date and get back to you with the appropriate next steps.

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

ROOM(S) REQUESTED:

PRIMETIME SPORTS LOUNGE	DINNER THEATRE	REGENERATION SALON & SPA	BOCC ARENA (GYMNASIUM)	MULTI- PURPOSE ROOM

of PEOPLE: _____ FOOD/BEVERAGE: YES: _____ NO: _____

The Dream Center Catering Menu Is On Page 9.

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DC STAFF TO COMPLETE:

Received by: _____ Deposit Received: _____

CONTACT DREAM CENTER EVENT COORDINATOR, DCEVENTCOORDINATOR@GMAIL.COM

WITH QUESTIONS OR CONCERNS REGARDING ROOM RENTAL.
****DEPOSITS ARE NON-REFUNDABLE IF THE EVENT IS CANCELLED****



EQUIPMENT RENTAL REQUEST FORM

Thank you for your interest in having your upcoming event at the Dream Center. Please complete the following information and we will be happy to check your date and get back to you with the appropriate next steps.

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

EVENT ROOM: _____

EQUIPMENT REQUESTED:

MICROPHONE(S) (QTY)	DVD PLAYER (QTY)	TELEVISION (QTY)	SCREEN (QTY)	PROJECTOR (QTY)	Chaffers & Serving Utensils		SOUND TECHNICIAN
					W/O Sterno (QTY)	W/Sterno (QTY)	

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DC STAFF TO COMPLETE

Received by: _____ Deposit Received: _____

CONTACT EVENT COORDINATOR, DCEVENTCOORDINATOR@GMAIL.COM WITH QUESTIONS OR CONCERNS REGARDING EQUIPMENT RENTAL.

TERMS AND CONDITIONS

I. ROOM RENTAL

- A. Balance of room rental must be paid in full 14 business days prior to the event date.
- B. Events held after normal business hours will be subject to an additional fee of \$25 per employee per hour.
- C. Renters will be allotted one hour prior to the start of the event for set-up at no additional cost (if scheduling permits).
Set-up requiring more than one hour will be charged accordingly.
- D. Renters will be allotted 30 minutes at the conclusion of the event for clean-up. Time exceeding the 30 minute period will be charged for an additional hour.
- E. The Dream Center agrees to provide items indicated in the Special Instructions section of the rental agreement.

II. CANCELLATION

- A. If any scheduled event(s) is cancelled after payment of the security deposit, the deposit(s) will be forfeited.
- B. Payment made toward rental fees (excluding the security deposit) will be refunded according to the following scale:
 - a. Cancellation more than 60 days before the event: 75% of rental fees paid.
 - b. Cancellation between 15 and 60 days before the event: 50% of rental fees paid.
 - c. Cancellation less than 15 days before the event: 0% of rental fees paid.

III. SECURITY DEPOSIT

- A. User must leave all facilities in a clean and orderly condition and will be responsible for any breakage or repairs.
- B. Any costs incurred due to damages will be itemized and presented in an invoice to the renter. Cost of repairs will be deducted from the renter's security deposit.
- C. If damages exceed the amount of the security deposit, the renter will be invoiced and payment will be due immediately.
- D. If no damages are incurred during the rental period, the entire security deposits will be refunded to the renter within 14 days after the holding of all event(s).

IV. FOOD, BEVERAGE, AND CATERING

- A. 50% of payment for food and beverage is due 30 days prior to event. Total payment for food and beverage is due 14 business days prior to event.
- B. If using in house catering, the Dream Center guarantees dinnerware and food for the previously determined number of guests.
- C. If renter requests additional dinnerware on the day of the event, the renter will be charged \$3.00 per setting.
- D. Renter will not be refunded any payment for food or beverage if a lesser number of guests are in attendance than anticipated.
- E. A final count of expected guests may be increase up to 3 days prior to event. Increases must be provided in writing for accommodations to be made.
- F. Decreases in number of expected guests will not be considered.
- G. All menu choices are final upon signing of agreement.
- H. Dream Center catered events are subject to a 30% cancellation fee if cancelled within 14 days of event.
 - a. Refunds given will be less the amount of costs incurred for the event (i.e. food, rentals, etc.)
- I. Events using outside catering and/or bringing outside food are subject to a 25% surcharge.

V. RULES AND REGULATIONS

- A. Smoking, drug use, alcohol use (excluding champagne toasts), profanity, and further disorderly conduct are prohibited on the Dream Center campus.
- B. All events must have a supervising adult over the age of 21.
- C. The Dream Center assumes no liability for the outcome and/or post-production quality as it relates to sound services provided and its conversion to video, DVD or any electronic devices.
- D. The renter(s) agrees to hold the Dream Center harmless in all respects from liability, responsibility, or loss resulting from their use of the facilities.

Client Signature and Date: _____

DC Signature and Date: _____



HOURS OF OPERATIONS

Monday	6:00AM – 9:00PM
Tuesday	6:00 AM – 9:00 PM
Wednesday	6:00 AM – 9:00 PM
Thursday	6:00 AM –6:00 PM (No Event Scheduled After 6:00 PM)
Friday	6:00 AM -9:00 PM
Saturday	8:00 AM -8:00 PM
Sunday	1:30 PM -8:00 PM



Event Cleaning Checklist

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

ROOM MEETING HELD:

PRIMETIME SPORTS LOUNGE	DINNER THEATRE	REGENERATION SALON & SPA	BOCC ARENA GYMNASIUM	MULTI- PURPOSE ROOM

Task	Done
Trash	
Picked-up	
If the bag was full: pulled & placed in blue bin	
Replaced w/ new bag	
Tables	
Wiped off	
Extra tables put away	
Floor(s)	
Swept	
Mopped	
Vacuumed	
Tablecloths	
Given to Manager / Coordinator on Duty	

CONTACT PERSON: _____

MANAGER: _____