



## Zion Hill Baptist Church Historic Site Rental Agreement Information and Form

The City of Nacogdoches, Historic Sites Division, welcomes you to have your next event at the Zion Hill Baptist Church Historic Site. This beautiful and historically significant building will make a wonderful location for a variety of events. We appreciate your help in caring for the church like the historic site that it is. To rent this facility, you must read through all of the requirements and information for renters.

### Rental Pricing:

Rental Type	Times	Includes	Pricing	Damage Deposit	Insurance
<b>Complete Building Weekend</b>	Friday 4pm-7pm Saturday 8am-10pm Sunday 8am-12pm	Number of guests: 180 Use of basement, kitchenette, sanctuary and annex	\$2400	\$800	Required
<b>Complete Building One-Day</b>	Friday, Saturday or Sunday 8am-10pm	Number of guests: 180 Use of basement, kitchenette, sanctuary and annex	\$1200	\$800	Required
<b>Complete Building Evening</b>	Choice of evening between Monday and Thursday 4pm-10pm	Number of guests: 180 Use of basement, kitchenette, sanctuary and annex	\$800	\$800	Required
<b>Basement Rental Evening</b>	Choice of evening between Monday and Thursday 4pm-10pm	Number of guest: 20 Use of basement and kitchenette	\$50/hr	n/a	n/a

### Bookings, Cancellations, Damage Deposits and Event Insurance

- **Availability:** Please check availability through the CivicRec calendar. If you have any questions, please contact the Site Coordinator.
- **Scheduling:** You may schedule your rental with the Zion Hill Site Coordinator. Your event is not scheduled unless a signed rental agreement form along with full payment is turned in. The City of Nacogdoches reserves the right to deny or cancel any rental for which false, inaccurate or incomplete information was provided on the rental agreement form, and/or if the event is thought to be potentially detrimental to health, safety or welfare of the citizens or the integrity of the facilities and/or contrary to the rules and regulations governing the use of the facilities. The City, at the discretion of city staff, reserves the right to void or waive stipulations of the rental contract at any time prior to or during the rental period. This shall include the right to terminate a reservation during the activity if violation of policy or endangerment to the public warrants. In such a situation, neither the City of Nacogdoches nor any of its officers, agents or employees shall be liable to the applicant/renter for any damages that may be sustained by the applicant/renter.



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- **Payment:** Full payment is required at the time of booking, along with the damage deposit if applicable.
- **Damage Deposit:** A damage deposit is required for the rental of the complete building. The lessee will pay the deposit upon booking and, provided no fees are incurred, the damage deposit will be returned within 2 weeks of the event via check. Should the church building suffer damages, including but not limited to cleaning of the facility above and beyond normal usage, the lessee will receive a detailed summary of damages and charges to repair said damages. Damage deposit refunds can be sent through direct deposit or a physical check in the mail.
- **Cancellation Policy:** Cancellations should be made by emailing the Zion Hill Site Coordinator. For full building rentals, if the cancellation is made more than 60 days prior to the event date, there will be a \$200 processing fee, and the remaining amount will be refunded. If the lessee notifies the lessor 60 days or less to the event date, the full payment paid by the lessee will not be refunded. Damage deposits will be refunded in full for all cancellations.
  - For basement rentals, if the cancellation is made more than 30 days prior to the event day, there will be a \$25 processing fee and the remaining amount will be refunded. If the cancellation is made 30 days or less to the event day, only half of the amount will be refunded. If the cancellation is made 14 days or less to the event, there will be no refund of any amount paid.
- **Event Liability Insurance:** The lessee, and all of the lessee 's contractors, must carry at least \$1 million liability insurance and The City of Nacogdoches must be listed as additional insured parties. A certificate of insurance and the Insurance Policy showing the additional insured parties must be reviewed and approved by the City Attorney and on file with the City of Nacogdoches Historic Sites two weeks prior to the event.

### Care Requirements of Building

- Zion Hill Baptist Church is a historic site and should be treated accordingly. The pews, front doors, windows, altar and floors in Zion Hill Baptist Church are original to the church. There are items in the church that are part of Nacogdoches Historic Sites Collection, and are used to interpret the history of the church and those who built and congregated it. These items are strictly for display and are not to be touched, moved, altered or mistreated in any way.
- The Zion Hill Site Coordinator will review with the lessee and any vendors (such as photographer, musician, officiant) what can and cannot be used within the church. It is the responsibility of the lessee to ensure guest adherence.
- **Occupancy:** The Maximum occupancy of the entire church rental is 180 and is 20 for the basement. The lessee is responsible for making sure their guest list, including bridal party and vendors, does not exceed the occupancy. The lessee shall not sell or distribute, or permit to be sold or distributed, tickets or passes in excess of the occupancy of the facility, or section of the facility, being rented.
- **Parking:** The City of Nacogdoches has a parking lot with 10 spaces, including two handicapped accessible spaces beside the church. The parking lot is available to the lessee 's guests and vendors as needed. The lessee is responsible for informing guests of additional parking options. No street parking is allowed along North Lanana Street or "Bois d'arc Street.
- **No open flames:** No lit candles, open flame or sparklers may be used in the building or on the property. Battery operated candles may be used. There is no smoking permitted in the church building nor on the grounds. No explosive confetti devices (example: gender-reveal cannons) are permitted on the grounds.
- **No loitering after the event.** All events must end by 10pm. Guests must exit the premises by 10pm and are not permitted to congregate outside.
- **Music:** If musical accompaniment is desired, the lessee may provide a musician(s) or digital music player. Music is not permitted to be played after 10pm.



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- **Food/Beverage:** Food and beverages are limited to the basement of the church. No food or beverages are permitted in the sanctuary or annex (second floor) or the balcony. The use of the kitchenette is for food storage and plating. No food should be cooked in the kitchenette.
- **Alcohol:** Zion Hill Baptist Church Historic Site is a City of Nacogdoches Facility. In regards to alcohol consumption at a city facility, please reference Chapter 18-27 of the City of Nacogdoches Code of Ordinances. City of Nacogdoches Ordinances can be found at [nactx.us/city-code](http://nactx.us/city-code).
- Flash photography is allowed inside the Zion Hill Baptist Church and grounds.
- **Doors:** Exterior doors must remain closed during the event. The rolling door to the baptistry is to remain closed during the rental of the facility.
- **Event Cleanup:** The lessee is responsible for leaving the church in the condition that it was found. All trash, food, decor, personal items and debris will be removed from the church by the end of the rental time. Messes that are left behind will be evaluated by staff and will be covered by a portion or all of the damage deposit.

### DECORATIONS

- **Flowers:** Fresh (living) flowers are not to be placed on the altar, altar steps, pulpit, or in the windows. Flowers/plants cannot be hung from the balcony. Flowers must be in containers and arrangements should be placed at the floor level or on stands that are provided by the florist or event planner. If any vases need water, there must be a drainage plate placed under the container. Flowers must be delivered and removed during the hours that the facility is rented. Arrangements must be in a finished state and ready for installation. No floral work may be done inside the church. Applying fixative to flowers that might shed or shatter is strongly encouraged. The florist or lessee will be responsible for removing any plant or flower residue from the church.
- **Glitter/Rice/Bird Seed:** No glitter, confetti or the equivalent is allowed on the premises or inside the church building. Decor with glitter or small particle elements that could fall off, are not permitted on the premises or inside the church building. Rice, bird seed, confetti or rose petals may not be thrown inside the church or on the grounds.
- **No open flames:** No lit candles, open flame or sparklers may be used in the building or on the property. Battery operated candles may be used. There is no smoking permitted in the church building nor on the grounds. No explosive confetti devices (example: gender-reveal cannons) are permitted on the grounds.
- **Pews:** The pews in the church are original. No tape, staples, nails, or wire may be used to secure wedding decorations to pews. Florist hooks may be used but must be protected so as to not scratch the pews. If florist forms are used, the florist must have a buffer between the pews and flower form. If necessary, and at least five days prior to the event, Nacogdoches Historic Sites Manager or Site Coordinator will work with florists to approve a suitable solution.
- No decoration should be adhered to the walls with tape, staples, nails, rubber cement, ticky-tack or the equivalent. Examples include but are not limited to: using command hooks to hang photos or garland, using monkey hooks to hang photos, taping up signs or posters, taping balloons to pews or the equivalent.
- **Decoration removal:** All decorations, including flowers, battery-operated candles, stands, programs and other items must be removed from Zion Hill Church following the rental. Nothing is to be stored within the church.

### FAQs:

Is there air-conditioning in the church?



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Yes, the building has air-conditioning and heat to aid with climate control and preservation of the building and collection items.

**Can the AC be adjusted?**

No. The AC is on a schedule and should not be adjusted by the lessee .

**Can I use my minister/rabbi/priest/justice of the peace?**

Yes. Zion Hill is not an active church, therefore the bride and groom must arrange for their own officiant.

**Is the site closed during the wedding?**

Yes, Zion Hill Historic Site and museum exhibits will be closed during your rental if you have rented the whole building.

**Can I have my reception inside the church following the ceremony?**

Space is limited in Zion Hill, but if your reception area will fit within the church spaces available, you are welcome to have the reception during your rented time at the church. All food and drink must be kept in the basement.

**Is there a room where the bride and bridesmaids can get dressed?**

The reception office cannot be used as a "bride's room" but can be used for the bride to dress in or wait in. (note, the room use must be discussed upon booking) no food or drink is permitted in the reception office.

## RENTAL AGREEMENT FORM



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Contact Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This agreement, made and entered into this day \_\_\_\_\_ by and between the City of Nacogdoches, acting by and through its Historic Sites Division, ("Lessor"), and \_\_\_\_\_ ("Lessee"). Lessor grants to Lessee the right to use and occupy the following portion of Zion Hill Baptist Church Historic Site (the "Site") located in the City of Nacogdoches, Nacogdoches County, Texas, for the date and times as noted:

Rental Selection:

- Entire Building Weekend Rental (Frid-Sun) Dates: \_\_\_\_\_
• Entire Building Single Day Rental. Day of the week: \_\_\_\_\_ Event Date: \_\_\_\_\_
• Entire Building Evening. Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Total number of hours: \_\_\_\_\_
• Basement Rental. Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Total number of hours: \_\_\_\_\_

Lessee agrees to pay the following fees upon Booking the Site:

Rental Cost: \_\_\_\_\_ + Damage Deposit: \_\_\_\_\_ = Total Cost Due upon Booking: \_\_\_\_\_

By signing below, Lessee has agreed to read and follow the terms and conditions set by the lessor for the rental of the Zion Hill Baptist Church Historic Site, including but not limited to the pricing, booking/scheduling information, information on damage deposit and insurance, information on the care requirements for the building, information on what is not allowed as far as decorations, and information in the Frequently Asked Questions, section.

By signing below, the Lessee covenants and agrees to hold harmless and relieve and discharge the City of Nacogdoches, its officers and employees, from any and all liability for loss, injury or damages to any person or persons for personal injuries or death, or loss or damage to property occasioned by or sustained by reason of the occupancy and/or use of the site.

By signing below, Lessee agrees to pay for any and all damage to the Zion Hill Baptist Church Historic Site and damage to or loss of any of the property or equipment of the City of Nacogdoches resulting either directly or indirectly from such occupancy or use of the Zion Hill Baptist Church Historic Site caused the lessee, its agent/vendors, employees or any person or persons participating in or attending the performance, attraction, event or affair in connection with or during said use and occupancy.

Lessee \_\_\_\_\_ Date \_\_\_\_\_
City of Nacogdoches Staff Zion Hill Site Coordinator \_\_\_\_\_ Date \_\_\_\_\_