

# ***CECIL D. HYLTON MEMORIAL CHAPEL***

## ***Christian Event Center***

14640 Potomac Mills Road

Woodbridge VA 22192

Phone: 703-590-0076 Fax: 703-590-0157

Email: [event.information@hyltonchapel.org](mailto:event.information@hyltonchapel.org) Website: [www.hyltonchapel.org](http://www.hyltonchapel.org)

### **Application Procedure**

Thank you for your interest in Hylton Memorial Chapel (HMC). We welcome the opportunity to serve you. This document will explain the process of securing HMC for your event. Receipt of the approval of the Projected Costs and the Security Deposit will reserve your event date on the calendar. If you have any questions, please contact us at 703-590-0076.

**Step 1 --** Please submit all of the following Application Items to us:

- Your completed Application for Use;
- Your organization's Statement of Faith;
- A description of your event including scheduling information, technical details, and the artist's or speaker's content;
- Ministry/Organization, Credit and Event References;

Once these items are received, your application will be given to the Event Board and the Executive Director for consideration. Upon approval, the Event Board will draw up Projected Costs for your event. This will also include the amount of the Security Deposit and the date the Deposit is due. You should receive your Projected Costs within ten days of the receipt of your application. Please read over the Projected Costs to verify that there are no errors in times or dates. If you have any questions regarding these Costs, please call our office immediately.

**Step 2 --** Once you have accepted the Projected Costs, please fax the *signed* copy to our office by the indicated deadline. Your Projected Costs will specify the amount of your required Security Deposit. The receipt of the Projected Costs Approval and the Security Deposit will reserve your event date on the calendar. Until these items have been received, we cannot guarantee that any date, time, or room will be available. A contract will then be written within ten days of receiving the Projected Costs Approval and the Security Deposit.

**Step 3 --** You will receive two copies of the Event Contract; after carefully reviewing them, please sign and initial in all the indicated locations on each copy and return them to HMC. HMC reserves the right to cancel an event if the signed contracts are not received by the designated date. The Executive Director will then sign both copies, and one will be mailed to you for your records.

Hylton Memorial Chapel accommodates only events of Christian, community, or charitable nature. We reserve the right to refuse to accommodate any group whose event will violate HMC's charter.

## APPLICATION FOR USE

<b>Today's Date:</b>	
<b>Name of Church/Ministry/Organization:</b>	
<b>Church/Ministry/Organization Address:</b>	
<b>Head of Church/Ministry/Organization:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Contact Person:</b>	
<b>Contact Phone:</b>	<b>Fax:</b>
<b>E-Mail Address:</b>	<b>Web Address:</b>
<b>Type of Event: (Please check one)</b>	<input type="checkbox"/> <b>Concert</b> <input type="checkbox"/> <b>Conference</b> <input type="checkbox"/> <b>Meeting</b> <input type="checkbox"/> <b>Seminar</b> <input type="checkbox"/> <b>Training</b> <input type="checkbox"/> <b>Other</b> _____
<b>Date(s) Requested:</b>	<b>Alternate Date(s):</b>
<b>Guest/ Artist/ Speaker(s) to perform/minister:</b>	
<b>Approximate number of persons projected to attend :</b>	
<b>Will there be a charge to attend the event?</b>	
<b>Tickets or Registration Fee?</b>	<b>Price of Tickets or Registration Fee:</b> \$
<b>Will an offering be received?</b>	
<b>Is the offering in addition to, or in lieu of, a ticket or registration fee?</b>	
<b>Church/Ministry/Organization Liability Insurance Carrier:</b>	

**Vendors to Utilize Tables:**

\_\_\_\_ Number of Tables Needed without Electricity      \_\_\_\_ Number of Tables Needed with Electricity

**\*Vendors must supply extension cords (all cords crossing walkways must be taped down with gaffer's tape)**

The leasing organization must provide HMC with the names of all vendors two weeks prior to the event. Hall Fees of 20% will be collected from each vendor.

<b>Please check Room(s) / Area(s) Desired for Use</b>			
<b>Sanctuary: Lower Level</b>		<b>Sanctuary: Balcony Level</b>	
<b>Foyer: Lower Level</b>		<b>Foyer: Balcony Level</b>	
<b>Reception Room</b>		<b>Kitchen</b>	
<b>Minister's Room</b>		<b>Wedding Chapel</b>	
<b>Multipurpose Room</b>		<b>Nursery</b> <b>**Used as First Aid Area &amp; Nursing Mothers Area</b>	
<b>Green Room/Staging</b>		<b>Evangelist Prep Room</b>	<b>Dressing Rooms</b>

**\*Unless requested on this application, the building will NOT be available for rehearsals, load-in, sound checks, etc.**

<b>LOAD IN / REHEARSAL</b>	
<b>DAY(s)</b>	<b>TIME(s)</b>
<b>PROPOSED EVENT SCHEDULE</b>	
<b>DATE:</b>	<b>TIME</b>
<b>Staff Entry</b>	
<b>Doors Open</b>	
<b>Event Start/End</b>	/
<b>Building Vacated</b>	
<b>DATE:</b>	<b>TIME</b>
<b>Staff Entry</b>	
<b>Doors Open</b>	
<b>Event Start/End</b>	/
<b>Building Vacated</b>	
<b>DATE:</b>	<b>TIME</b>
<b>Staff Entry</b>	
<b>Doors Open</b>	
<b>Event Start/End</b>	/
<b>Building Vacated</b>	
<b>DATE:</b>	<b>TIME</b>
<b>Staff Entry</b>	
<b>Doors Open</b>	
<b>Event Start/End</b>	/
<b>Building Vacated</b>	

## Technical Needs

*If you are not able to fill this out, please schedule a meeting with HMC Technical Director.*

**Describe the Audio/Video equipment needed for this event:**

**Will additional lighting be needed? Please provide a detailed explanation:**

**Will additional sound equipment be needed? Please provide a detailed explanation:**

**Will there be video production?**

**List any equipment required beyond the In-House Audio / Visual System:**

**Technical Point of Contact:**

**Telephone Number:**

**Email Address:**

## **References**

*Please list three (3) Ministry references, including point of contact, name, address, email address and phone number.*

<i>Ministry</i>	<i>Point of Contact</i>	<i>Mailing Address</i>	<i>Email Address</i>	<i>Phone Number</i>
1.				
2.				
3				

*Please list three (3) Credit references, to include point of contact, name, address, email address and phone number.*

<i>Credit Reference</i>	<i>Point of Contact</i>	<i>Mailing Address</i>	<i>Email Address</i>	<i>Phone Number</i>
1.				
2.				
3				

*Please list last three (3) events, to include type of event, location of event, date of event, number in attendance and point of contact information of person in charge of producing the event.*

<i>Type of Event</i>	<i>Location of Event and Date of Event</i>	<i>Number in Attendance</i>	<i>Contact Name</i>	<i>Contact Phone Number and Email Address</i>
1.				
2.				
3				

Please complete the following Event Expense Sheet by checking each item of equipment, materials, or services that you will need during your event. Please submit, along with your completed and signed application.

**Prices are subject to change.**

**\*Fees do not reflect Sunday / Holiday Rate**

**EVENT EXPENSE SHEET**

<b>BUILDING USE FEES</b>		
<b>BUILDING USE FEE:</b> Includes a 1-hour pre-event meeting with the Technical Director and three (3) 1-hour pre-event meetings with the Event Administrator, during HMC business hours. Additional meetings with the Technical Director and / or Event Administrator will incur additional charges.		
<b>Sanctuary with Balcony</b>	\$6500.00 per day	
<b>Sanctuary with use of the Baptismal Pool</b>	\$7000.00 per day	
<b>Multi-Purpose Room</b>	INCLUDED	
<b>Nursery</b>	INCLUDED	
<b>Evangelist's Prep Room</b>	INCLUDED	
<b>Baptistry Prep Rooms (Dressing Rooms)</b>	INCLUDED	
<b>Minister's Room</b>	INCLUDED	
<b>Kitchen</b>	INCLUDED	
<b>Brides Room</b>	INCLUDED	
<b>Green Room</b>	INCLUDED	
<b>Reception Room</b>	\$2000.00 per day	
<b>Foyer</b>	\$2600.00 per day	
<b>Wedding Chapel</b>	\$ 900.00 per day	
<b>SERVICES/PERSONNEL</b>		
<b>Technical Director – <u>REQUIRED FOR ALL EVENTS</u></b>	\$ 50.00 per hour	
<b>Technical Assistant</b>	\$ 30.00 per hour	
<b>Lighting Technician</b>	\$ 30.00 per hour	
<b>Building Break-Down/Set-Up/Cleaning – <u>REQUIRED FOR ALL EVENTS</u></b>	\$ 500.00/Minimum	
<b>Restroom Attendants – <u>REQUIRED</u> for events over 500 in attendance</b>	\$ 100.00/Minimum	
<b>Security Fee – <u>REQUIRED</u></b>	\$ 500.00/Minimum	
<b>Administrative Fee for Volunteer Staff Recruitment</b>	\$ 300.00/Minimum	
<b>Service Charge for In-House Ticket Sales</b>	\$ 2.50 per Ticket	
<b>Pre-Event Meeting Rescheduling Fee</b>	\$ 100.00	
<b>Event Rescheduling Fee</b>	Not to Exceed \$ 500.00	

<b>EQUIPMENT</b>		
<b>Sanctuary: Steinway 9' Concert Grand Piano</b>	\$ 300.00	
<b>Allen Electric Organ</b>	\$ 175.00	
<b>Kohler &amp; Campbell Digital Piano</b>	\$ 75.00	
<b>Technical Rider Equipment Rental Needs (Sound Equipment/Backline Gear)</b>	To Be Determined	
<b>Copier/Fax Machines</b>	To Be Determined	
<b>Telephone Line Access Fees/DSL Line Access Fees</b>	\$ 200.00/ minimum per day	
<b>TOTAL AMOUNT DUE: CHECK MADE PAYABLE TO HMC</b>		

# **CECIL D. HYLTON MEMORIAL CHAPEL**

## **EVENT POLICIES**

*Hylton Memorial Chapel accommodates only events of Christian, community or charitable nature. We reserve the right to refuse to accommodate any group whose event will violate HMC's charter.*

### **Financial Policies**

#### **General**

1. All payments to HMC must be in the form of cash, check, or credit card.
2. All LATE payments must be in the form of a bank or cashier's check payable to HMC.
3. A 4% charge will be applied to any/all payments made with a credit card.
4. HMC will assess a \$50.00 penalty fee for all returned checks.

#### **Security Deposit**

1. HMC requires a security deposit not to exceed one half the total building use fee.
2. The required security deposit is in addition to the building use fee.
3. HMC reserves the right to deduct money from the security deposit for the following:
  - a. Property damage;
  - b. Excess cleaning;
  - c. Entering the building before the contracted entrance time;
  - d. Vacating the building after the contracted exit time;
  - e. Unpaid building use fees;
  - f. Unpaid final invoice fees;
  - g. Unpaid hall fees.
4. HMC will return the security deposit within 90 days after an event provided the leasing organization's payment for building use fees has cleared its bank.
5. HMC reserves the right to cancel any event for non-payment or late payment of building use fees and to retain the security deposit.

#### **Building Use Fees**

1. HMC must receive all building use fee fifteen business days prior to the event.
2. HMC will charge a penalty of 15% for building use fee that are past due.
3. HMC will charge a penalty of 10% of the building use fee for every half-hour the building is occupied before or after the contract specifications.
4. HMC reserves the right to refuse events on holidays, holiday weekends, and Sundays at its own discretion.
5. HMC reserves the right to cancel any event for non-payment or late payment of building use fees and to retain the security deposit.
6. HMC cannot refund building use fees based on low turnout, bad weather, or other problems beyond our control.
7. HMC reserves the right to charge higher rates for Sundays, Holidays and Holiday Weekends.

Please sign and date as accepted \_\_\_\_\_

### **Hall Fees**

1. HMC will collect 20% hall fees from all product and concession sales.
2. No one affiliated with the leasing organization may collect hall fees on behalf of HMC.
3. The leasing organization is responsible to notify all vendors of the 20% hall fees.
4. HMC reserves the right to deduct \$1000.00 from the security deposit if there is difficulty collecting hall fees from any vendor.
5. HMC reserves the right to place one representative behind each sales table at all times to monitor product sales and cash-out procedures.

### **Final Invoices**

1. HMC reserves the right to invoice the leasing organization for any services required for the event that were not indicated in the contract.
2. Rooms used without authorization will result in the assessment of the appropriate room rental fees.

### **Cancellation**

1. A leasing organization that cancels an event more than one year in advance of the event will be charged \$100.00.
2. A leasing organization that cancels an event between one year and six months in advance of the event will be charged 50% of the security deposit.
3. A leasing organization that cancels an event less than six months in advance of the event will be charged 100% of the security deposit.
4. All cancellations must be made in writing by the authorized agent.
5. HMC reserves the right to retain building use fees upon cancellation of an event.
6. HMC reserves the right to cancel an event for non-payment or late payment of building use fees.
7. HMC reserves the right to cancel an event in the case of the moral failure of anyone associated with the leasing organization.
8. HMC reserves the right to cancel an event if HMC becomes aware of information that could reasonably be interpreted as a compromise of financial integrity of the leasing organization.
9. HMC reserves the right to cancel an event if the Leasing Agent does not return the signed contracts by the designated deadline.

### **Miscellaneous**

1. HMC reserves the right to charge additional fees for food served outside of contracted areas.
2. Should HMC procure or manage event personnel, there will be an administrative fee of no less than \$300.00.
3. HMC requires to be advised of all event security needs. Extra fees may be incurred based on the needs presented in the Application for Use, event explanation, or technical rider.
4. The leasing organization is solely responsible for all technical or production costs associated with the event.
5. A Service Charge will be applied to all In House Ticket Sales.

Please sign and date as accepted \_\_\_\_\_

## **Building Use Policies**

1. No HMC property will be moved by anyone except under the direction of HMC staff.
2. The leasing organization is responsible to dispose of all event-related literature left in the building after the event.
3. No vehicles are permitted on grass or sidewalks.
4. Nothing will be taped to any wall, pew or column.
5. Signs displayed inside or outside the building must be made professionally and set on tripods or sign frames.
6. HMC reserves the right to lease unused areas of the facility during any event.
7. HMC reserves the right to block off specific seating areas for handicapped patrons, hearing-impaired patrons, and special guests.

## **Pre-Event Policies**

1. HMC will not reserve any dates without an approval of Projected Costs and security deposit.
2. HMC awards dates on a first-come, first-served basis.
3. Any additions or changes to your original application must be made in writing.
4. All event requirements must be communicated in writing at least thirty days prior to the event.
5. HMC reserves the right to cancel an event if the Leasing Agent does not return the signed contracts by the designated deadline.
6. Arrangement of sales and display tables must be approved by HMC staff.
7. There is to be no advertising of the event until event contracts are signed and returned to leasing agent.
8. Pre-Event meetings occur during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Meetings that occur outside these hours will accrue additional charges.

## **Personnel Policies**

1. The leasing organization is completely responsible to procure and manage all personnel necessary for the event.
2. HMC reserves the right to utilize its staff solely to protect its own interests.
3. Should HMC procure or manage event personnel, there will be an administration fee of no less than \$300.00.

## **Promotion Policies**

1. Leasing agent is solely responsible for all costs associated with the promotion of its event.
2. HMC reserves the right to make mailing list cards available in the foyer.
3. HMC reserves the right to have a representative introduce an event from the stage.
4. HMC reserves the right to display a slide show prior to the start of the event.
5. HMC reserves the right to photograph, audiotape, and videotape segments of any event for promotional and archival purposes.

## **Conduct**

1. All event personnel are expected to conduct themselves in a manner befitting Christian character.

Please sign and date as accepted \_\_\_\_\_

## **Product Sales Policies**

1. HMC reserves the right to remove any items or displays deemed inappropriate.
2. HMC reserves the right to place one representative behind each sales table at all times to monitor product sales and cash-out procedures.
3. The leasing organization must provide HMC with the names of all vendors two weeks before its event.
4. HMC reserves the right to sell its own products at all events.

## **Technical Policies**

1. All technical needs must be conveyed in writing.
2. The leasing organization must send HMC a complete technical rider no later than thirty days before its event.
3. The leasing organization is solely responsible for all technical or production costs associated with its event.

## **Insurance and Indemnification Policies**

1. The leasing organization must provide a copy of their certificate of liability insurance with coverage at \$1,000,000 to HMC one month prior to its event day.
2. The leasing organization shall defend, indemnify, and save harmless HMC, its agents, and employees against any liability due to injury, death or property damage directly or indirectly related to its event.
3. The same certificate of liability insurance must be presented pertaining to all subcontractors.
4. The additional insured must be named as **CECIL D. HYLTON MEMORIAL CHAPEL FOUNDATION**.
5. All insurance certificates are to include all rehearsal dates, load in dates, load out dates and actual event dates.
6. The leasing agent shall provide the minimum amounts to the following:

<b>FIRE DAMAGE (Any one fire):</b>	\$ 1,000,000
<b>MED EXP (Any one person):</b>	\$ 25,000
<b>PERSONAL &amp; ADV INJURY:</b>	\$ 1,000,000
<b>GENERAL AGGREGATE:</b>	\$ 2,000,000
<b>PRODUCTS – COMP/OP AGG:</b>	\$ 1,000,000
<b>EXCESS LIABILITY – EACH OCCURRENCE</b>	\$ 1,000,000
<b>EXCESS LIABILITY – AGGREGATE</b>	\$ 1,000,000

## **Food**

1. The leasing organization is required to use a professional caterer that is licensed and bonded.
2. Food and drinks are restricted to the reception room unless otherwise stated in the contract.
3. HMC reserves the right to charge additional fees for food served outside the reception room. Only light-colored liquids and coffee may be served.
4. Alcoholic beverages are not permitted on HMC property.
5. The HMC kitchen is for warming purposes only.
6. HMC will not provide tablecloths, silverware, or other kitchen goods.
7. HMC will not provide refrigerator space.
8. HMC will provide one ice bin for cold food storage.
9. For those services where communion is served, **white grape juice is to be used**. Common emblems (bread and juice) are **not** supplied by HMC and are therefore the responsibility of the leasing agent.

Please sign and date as accepted \_\_\_\_\_

## **Security Policies**

1. HMC requires that it be advised of all event security needs. Extra fees may be incurred based on the needs presented in the Application for Use, event explanation, or technical rider.
2. The leasing organization is required to report all security problems and medical emergencies to HMC's Director of Security, immediately.
3. HMC requires that the local sheriff's department or police department direct traffic on the state right-of-way, which begins just outside HMC gates.

## **Other Restrictions**

1. Smoking is not permitted in the building.
2. Dancing is not permitted in the building.
3. Alcohol is not permitted in the building.
4. Designated employee parking spaces are for HMC Staff only. All unauthorized vehicles will be towed at the owners/ministries expense.

## **Exceptions**

1. Any proposed exceptions to these policies must be made in writing.

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Authorized Representative of Ministry

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Date

**Cecil D. Hylton Memorial Chapel**  
**Application for Use Agreement**

*I/We certify that the preceding is true and correct to the best of my knowledge. This application represents the entirety of our needs for the event requested. My signature below signifies that this application provides to Hylton Memorial Chapel a complete and thorough plan for our upcoming event. It is understood that should this application not reflect a thorough description of the event as it actually takes place, and more equipment is utilized or more services are required than described herein, additional costs will be assessed according to use. Prices are for standard seating set-up with no additional equipment or furniture. Set-up changes may result in an additional fee.*

I understand that Hylton Memorial Chapel reserves the right to refuse to accommodate any group whose doctrinal position HMC feels deviates from orthodox Christian tradition.

**Cancellation Policy:** Cancellations prior to one year in advance will result in a full refund of the security deposit less a \$100.00 processing fee. Cancellations less than one year prior but more than six months will result in the refund of one-half of the security deposit. Cancellations with less than six months notice will result in forfeiture of the entire security deposit. I understand that any changes, cancellations, or amendments to this application must be made in writing to be valid, and are up to the sole discretion of the Event Board and the Executive Director.

I have received, read, fully understand, and agree to completely abide by all rules and guidelines of the Hylton Memorial Chapel as listed on the previous pages. Unless otherwise agreed upon by written contract, prices contained within this application are applicable for this event.

A security deposit not to exceed one-half of the total user fee will be determined by the Event Board and the Executive Director. **The deposit is in addition to, and not a part of, the user fees.**

*I/We understand that the security deposit may be held in an interest bearing account. Unless agreed upon in writing, the security deposit will be refunded without accrued interest, within 90 business days, following receipt of the final payment.*

I/We also acknowledge responsibility for any and all costs associated with this event as specified in, but not limited to, the fee worksheet submitted with the application.

I/We agree to be responsible for costs associated with the utilization of any and all equipment, personnel, or services by our organization and/or its representatives, whether or not such equipment or services are authorized by HMC beforehand. The undersigned assumes responsibility for all costs associated with the event including excessive cleaning and/or damages resulting from the event due to attendees, personnel, volunteers, or anyone else associated with the engagement.

I/We fully understand that the security deposit may be retained if:

- 1) Building is not vacated within agreed upon time frame. **Penalty for late shutdown of event** (beyond agreed upon time on the Event Contract). Any/all exceptions must be in writing, within a two-week deadline of your event.
- 2) Damages of any type other than normal wear and tear that result from the event.
- 3) Building is left unusually dirty, trash is left behind, or additional cleaning beyond typical routine is required.
- 4) Additional equipment or services are required and utilized which were not requested on original application or included in contract.
- 5) Event is canceled.

It is understood that the Application For Use Agreement is not a binding contract, but rather a request for permission to lease the Cecil D. Hylton Memorial Chapel.

**Hylton Memorial Chapel reserves the right to lease other areas of the facility during your event.**

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_