



**Greater House of Prayer Church**  
**Pastor Galen W. Leverette, Founder, Pastor & Overseer**

## **GHOP VENUE USAGE CONTRACT**

GREATER WORKS THAN THESE SHALL HE DO

This contract serves as an agreement between the Greater House of Prayer Church (GHOP) and

\_\_\_\_\_  
(Name of Requestor and Organization),

\_\_\_\_\_ is asking to use GHOP facilities to host the event named below.  
(Name)

### **SECTION I: Event Information**

**Event Title:** \_\_\_\_\_

**Day(s) / Date(s) of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ am / pm      **End Time:** \_\_\_\_\_ am / pm      **Total Hours:** \_\_\_\_\_

**NOTE:** Time range must include set up time.

**Requested by (Please check all that apply)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Individual      | <input type="checkbox"/> Promoter        | <input type="checkbox"/> Current Member   |
| <input type="checkbox"/> Family          | <input type="checkbox"/> Event Planner   | <input type="checkbox"/> Former Member    |
| <input type="checkbox"/> Pastor / Church | <input type="checkbox"/> Artist / Group  | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Musician        | <input type="checkbox"/> Auxiliary Group | <input type="checkbox"/> Not for Profit   |
| <input type="checkbox"/> Other _____     |  |   |

\_\_\_\_\_  
Requestor or Contact Person

\_\_\_\_\_  
Phone Number



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**SECTION II: Provisions from GHOP**

GHOP is willing to provide the following items for the event. Place a check next to the items you require. **NOTE:** Pastor Leverette will make the final decision on all requests:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Tables            | <input type="checkbox"/> Chairs                 | <input type="checkbox"/> Artificial Centerpieces |
| <input type="checkbox"/> Linen Tablecloths | <input type="checkbox"/> Plastic Tablecloths    | <input type="checkbox"/> Sternals                |
| <input type="checkbox"/> Cutlery           | <input type="checkbox"/> Paper Goods            | <input type="checkbox"/> Interior Signage        |
| <input type="checkbox"/> Warmers           | <input type="checkbox"/> Promo Item Space       | <input type="checkbox"/> Sound System            |
| <input type="checkbox"/> Organ             | <input type="checkbox"/> Keyboard / Piano       | <input type="checkbox"/> Pulpit                  |
| <input type="checkbox"/> Drums             | <input type="checkbox"/> 1 Hand-held Microphone | <input type="checkbox"/> Podium                  |
| <input type="checkbox"/> Dressing Room     | _____   | _____  |

If Soundcheck is needed, please add no more than one (1) hour into the request.

Soundcheck will begin at \_\_\_\_\_ am/pm.

**SECTION III: Provisions from Requestor**

The following items can be brought to GHOP for the event. Place a check next to what you intend to bring. It should be noted that:

- Items on this list must be discussed with the Chief Operating Officer (Rev, Deborah Leverette at 773-771-3586) to ensure proper delivery and set up.
- If you are setting up your own decorations, you must arrive at least 1 hour before the event.
- If you are catering the event, please provide 72 hours (3 days' notice). This also applies for any musical equipment, deliveries, or other items that require delivery or drop off.

**NOTE:** Pastor Leverette will make the final decision on all requests:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Centerpieces      | <input type="checkbox"/> Food                | <input type="checkbox"/> Food Warmers          |
| <input type="checkbox"/> Linen Tablecloths | <input type="checkbox"/> Plastic Tablecloths | <input type="checkbox"/> Sternals              |
| <input type="checkbox"/> Cutlery           | <input type="checkbox"/> Paper goods         | <input type="checkbox"/> Promotional Items     |
| <input type="checkbox"/> Flowers           | <input type="checkbox"/> Decorations         | <input type="checkbox"/> Speakers / Amplifiers |
| <input type="checkbox"/> Instruments       | <input type="checkbox"/> Tambourines         | _____  |
| _____                                      | _____  | _____  |

It is the Requestor's responsibility to ensure that all items brought to the church property are under your care and management during the usage time of the facility. Greater House of Prayer (GHOP)



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will not assume any responsibility for supervising your guests, merchandise, food or personal items. GHOP will not be responsibility for items that are lost, stolen, damaged or left-behind while on the premises.

**SECTION IV: Fees**

The agreed cost for facility usage is.

The mandatory cleaning fee of \$150 is included in this amount. \$ \_\_\_\_\_

The required (50%) deposit has been made in the amount of: \$ \_\_\_\_\_

A balance in the amount of \$ \_\_\_\_\_ is due on \_\_\_\_\_.

Payment can be made in cash, cashier's check or money order to: **Greater House of Prayer Church. The church does not accept personal checks for deposits or final payments.**

Paid in Full on: \_\_\_\_\_

By signing this contract, the Requestor understands and agrees to the following:

1. Every precaution will be used to prevent harm to myself and others while on church property.
2. I waive my right to litigate or present any claim, for any reason against the Greater House of Prayer Church, Christian Boy Productions ,its Pastor, officers, members, contractors, guests, consultants, or anyone otherwise affiliated with Greater House of Prayer Church.
3. The information I have provided is true and accurate.

If all of the terms and conditions of this contract are agreed to, please sign below. Return the Original Copy to Pastor Galen W. Leverette or his designated recipient and keep the Copy for your records.

\_\_\_\_\_  
Reverend Galen W. Leverette, Pastor  
Greater House of Prayer Church

\_\_\_\_\_  
Requestor  
(Signature)

\_\_\_\_\_  
Church Clerk  
Greater House of Prayer Church