



RESERVATION FORM
2019 Program Year
 Effective Jan. 2019– Dec. 2019

Company/Organization: _____ or Individual _____ Event: _____

Date Reserved: _____ Contact # _____ Contact: _____

Number of guests: _____ Arrival Time : _____ Departure Time: _____

Weekend Day Rental (Fri. Min. \$300.00 - 5 hrs.) (Sat. Min. \$700.00 - 8 hrs.) \$100.00 per each additional hour.

Recurring Discounts Facility Rooms Requested:

Weekend 2 day Rental (Friday, Saturday) \$1,000.00 2 day rental (16 hrs.). Entry 100,102 Rm.103 ,103A, 104,105

Set –Up & Rm. Cleaning Fee: \$200.00 Option Per Request. Cleaning Fee: Restrooms \$100.00 Option per day

Please mark facility room choices with Yes or No

To secure your reservation / sign registration form.

Gated Parking Lot (100)	
Class Room / Meeting Room (101)	
Warehouse Open Area (102)	
Magdala Hall / Stage (103)	
Dining Area (103 A)	
Kitchen Area Rm. (102) or Rm. (104)	
Family Room Area (105)	
Break Room (106)	

Make Check Payable To: M4NL Management, LLC
M4NL
805 Hardy Street
Houston Texas 77020
 If you have any questions, please contact us at
 Pat 713-449-4188 or 713-227-0316
 Email pallison@M4NL.org or robin@battlecryministries.org

I understand that every attempt will be made to accommodate my facility needs. However, I am advised that BCM/ Mission 4 New Life Center reserves the right to adjust my specific room assignment as dictated by demand of the property. I certify that I have read the fee schedule and guidelines for guest use of the facilities, including the cancelation policy. By signing this request for use of BCM/ M4NL, I take responsibility for my groups' understanding of these guidelines and procedures.

HOLD HARMLESS AND INSURANCE REQUIRED

You shall save, indemnify and hold harmless the Landlord for any liability for damage or loss to persons or property resulting from Your occupancy or use of the premises and **shall purchase general liability** and property damage insurance in the amounts of not less than 2,000,000, 1,000,000 per person and 1,000,000 per occurrence which names the Landlord as an **additional insured** for this purpose and provide the Landlord with a **Waiver of Subrogation** .

Quote good for 90 days \$ _____ Cleaning Fee: _____ Services _____

Date: _____ Invoice # _____ Total Amount Due: \$ _____

 Print Name Signature Email

The Magdala Hall / Art & Music Auditorium / Living Water Sanctuary

Capacity 160 persons Banquet / 200 persons Conference / 250 Auditorium style

(Includes 15 tables 100 chairs) Coffee / Tea / Beverage Service available per request.

Recurring Reservations * Special Package Pricing Available

Sunday (Special Pricing offered for family events and /or non profit organizations)

M4NL Rental: (Day / Evenings) Weekend Use

\$300.00 Security Deposit will be collected to secure the date for your event / meeting.

Entry Warehouse Rm. (102) Magdala Banquet Hall (103) (103A) (105) (106) Kitchen option: Rm. (102) (104)

Friday 5 hr. Minimum (\$300.00) Saturday 8 hr. Minimum (\$700.00) \$100.00 per each additional hr.

Secured Parking Space Available (15–30 Cars) Rate 4 hr. Minimum \$50.00 All Day \$100.00

Outdoor Patio Area / Rm. (102) (104) Indoor Kitchen Rental Available Per Request

M4NL Rental: (Day and Evenings) Monday—Thursday

\$100.00 Security Deposit will be collected to secure the date for your event / meeting. Includes Free Parking

M4NL Conference/ Family Room(101) Smart TV Wi-Fi (4 hr. Minimum) Free Parking \$ 50.00

Beverage /Coffee Bar Rm. (100) Fridge, Micro Wave, Coffee Pot, & Dining Rm. (105) \$ 50.00

Magdala Banquet Hall (103) Dining Area (103A) 5 hr. Minimum \$200.00 Kitchen (104) 3 hrs. \$ 50.00

ADDITIONAL FEES: Tables, Chairs, Decorations, DJ/ Sound System, Caterers, Photographers

Kitchen Attendant Service, Small Kitchen Appliances, Coffee Pots, Urns, Food Warmers ETC. per request.

SET UP & CLEANING FEES AVAILABLE PER REQUEST

Before checking out of the facility, guests are expected to complete a building check out form that includes the following: Disposal of all trash in outdoor dumpsters, The Kitchen and Restrooms must be left in clean condition as originally found. Replacement of all furnishings, tables and chairs belongings to original location. Please note any needs for maintenance and repair on your evaluation sheet. Any items not noted on checkout sheets as damaged will be charged to guests. Negligence, on the part of guests, is grounds for cancellation of any future reservations. Your cooperation is appreciated

The person listed on the reservation request form will be held responsible for ensuring that all guests under their supervision are made aware of, and follow property guidelines.

The possession or use of **illegal drugs, fireworks, firearms or other weapons is strictly prohibited.** Violators will be asked to vacate the facility immediately, without refund, not be allowed to return. Security is allowed a concealed weapon.

Due to the overwhelming demand for the use of this property, check-in and check out times are STRICTLY ENFORCED. Early check-in and check-out may be arranged at time reservation is made and is approved on a space available basis. Day use fees will be assessed for each room occupied including trailer and storage, refrigerator/freezer storage, drop off of supplies in halls and warehouse storage.