

# INFORMATION ON EVENT RENTALS AT BRUU



## Welcome

Thank you for choosing our building to host your event. We strive to provide our guests with a clean and functional space. Do not hesitate to contact us with any questions or concerns you may have during your rental process:

BRUU Events Coordinator  
9350 Main Street, Manassas, VA 20109  
703-361-6269 (BRUU office)  
[rental@bruu.org](mailto:rental@bruu.org)

### The following information is available:

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- Ceremonies and Receptions Rates..... Page 6
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## Applicant Information

1. Applicant Name \_\_\_\_\_

2. Email \_\_\_\_\_

3. Phone \_\_\_\_\_

4. Are you (check all that apply):

*Check all that apply.*

- A private individual/event
- A member of BRUU
- A non-profit organization
- Sponsored by a BRUU committee
- Part of the administrative staff of BRUU
- Other: \_\_\_\_\_

5. If sponsored by a BRUU committee, list it here: \_\_\_\_\_

## Event Information

6. Event description \_\_\_\_\_

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7. Approximate number of attendees \_\_\_\_\_

(Note: The Sanctuary holds a maximum of 220 guests; the Hall holds 140. Other room limits are available upon request.)

8. Is the event:

*Check all that apply.*

- Private
- Free and open to the public
- Open to the public with a cover/ticket price

**9. Will alcohol be served?**

*Check all that apply.*

- Yes
- No

**10. Will entertainment (band, D.J.) be included at the event?**

*Check all that apply.*

- Yes
- No

**11. Will there be extensive decorations (chair covers, balloons, streamers)?**

*Check all that apply.*

- Yes
- No

## Terms of Use for One Time Rentals

**12. Date of event** \_\_\_\_\_

Note: Event dates cannot be guaranteed until it has been confirmed by a BRUU representative and the security deposit (see below) has been submitted.

**13. Start time** \_\_\_\_\_

**14. End Time** \_\_\_\_\_

(Note: The BRUU building closes at 1:00 A.M.; any occupancy after that time will be charged at \$100 per hour or any fraction thereof.)

**15. Set-Up/Decorating Date** \_\_\_\_\_

(For weddings and parties only)

**16. Set-Up/Decorating Start Time** \_\_\_\_\_

(2-hours maximum)

## Terms of Use for Recurring Usage

17. Beginning date \_\_\_\_\_

18. Start time \_\_\_\_\_

19. End time \_\_\_\_\_

**20. Meeting frequency**

*Check all that apply.*

- Daily
- Weekly
- Monthly
- Other: \_\_\_\_\_

## Rooms Requested

NOTE: You are only renting the spaces indicated below and do not have authority to enter other rooms in the building, even though they may be unlocked. If you or other members of your party are found in areas of the building other than those indicated below, additional fees for room use will be deducted from your deposit.

**21. Facilities/Equipment Requested: (check all that apply)**

*Check all that apply.*

- Sanctuary (Maximum occupancy is 220)
- Sanctuary sound system
- Piano\*\* (Complete Piano Application and Acknowledgement)
- Hall (Maximum occupancy is 140)
- Hall A/V
- Kitchen (for more than plating)
- Tables/chairs
- Lounge/Room 105/Dressing Room
- Elevator
- Library/Room 204
- Classroom 208
- Classroom 304/306
- Classroom 305/307
- 3rd Floor Studio/Chapel

## Deposit Amount

### 22. Deposit Amount (check all that apply)

*Check all that apply.*

- \$300 for sanctuary and/or hall rental
- \$200 for full kitchen use
- \$100 audio/visual rental
- \$50 for each classroom/chapel rentals
- Other:

## Ceremonies and Receptions Rates

### Rental Fees

- Facilities are available in twelve hour blocks of time, ending no later than 1:00 a.m. Additional hours, or hours after 1:00 a.m., will be charged at \$100/hour or any fraction thereof.
- Sanctuary (seats 220 with use of balcony) for rehearsal and ceremony: \$500
- Use of the Fellowship Hall for reception (includes use of the kitchen as a food staging area, sink and refrigerator; seats 160 guests): \$1,500
- Use of the kitchen (food staging area, commercial range, oven, microwaves, sinks and dish sanitizer) during the reception: \$200
- Fellowship Hall A/V Rental: \$200 3 wired mics and stands 2 wireless mics 6-channel sound mixer Ceiling speakers throughout Fellowship Hall 2 large speakers DVD/ VHS player Ceiling-mounted, digital projector Retractable projection screen
- Sanctuary baby grand piano: \$75

### Ceremony and Reception fees include:

- Rehearsal time of 2 hours on evening prior to the ceremony;
- Decorating time prior to the ceremony;
- Two rooms for dressing onsite; and
- A window of up to 2 hours before the ceremony for dressing and early arrivals in the sanctuary.

### Rental Terms

- A deposit of \$300 is required for every ceremony and reception.
- Additional \$200 deposit for use of the kitchen rental and/or for A/V Rental.
- Rental fees include the space(s) with tables and/or chairs only. You and your event coordinator are responsible for all additional services, such as music, linens, refreshments, decorations, and responsible adults to set-up and clean-up before and after the event.
- By signing the rental contract, the event renter agrees to all terms and conditions including:
- Payment Terms
- General Rules & Security Deposit Refunds
- BRUU Insurance Waiver
- Regulations Regarding Alcohol
- BRUU Violence Free Zone Terms & Conditions

## Party Rates

### Rental Fees

- Facilities are available in twelve hour blocks of time, ending no later than 1:00 a.m. Additional hours, or hours after 1:00 a.m., will be charged at \$100/hour or any fraction thereof.
- Use of the Fellowship Hall for reception (includes use of the kitchen as a food staging area, sink and refrigerator; seats 160 guests): \$900
- Use of the kitchen (food staging area, commercial range, oven, microwaves, sinks and dish sanitizer) during the reception: \$200
- Fellowship Hall A/V Rental: \$200 3 wired mics and stands 2 wireless mics 6-channel sound mixer Ceiling speakers throughout Fellowship Hall 2 large speakers DVD/ VHS player Ceiling-mounted, digital projector Retractable projection screen.

### Party Rate fees include:

- Decorating time prior to the party.

### Rental Terms

- A deposit of \$300 is required for every party.
- Additional \$200 deposit for use of the kitchen rental and/or for A/V Rental.
- Time for setup and cleanup is included.
- Rental fees include the space(s) with tables and/or chairs only. You and your event coordinator are responsible for all additional services, such as music, linens, refreshments, decorations, and responsible adults to set-up and clean-up before and after the event.

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## Baby Shower Rates

### Rental Fees

- Use of the Fellowship Hall for baby showers on Sundays starting at 2:00 p.m. (includes use of the kitchen as a food staging area, sink and refrigerator; seats 160 guests): \$100

### Rental Terms

- A deposit of \$75 is required for every party.
- Time for setup and cleanup is included.
- Rental fees include the space(s) with tables and/or chairs only. You and your event coordinator are responsible for all additional services, such as music, linens, refreshments, decorations, and responsible adults to set-up and clean-up before and after the event.

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## Music Recital Rates

### Rental Fees

- Facilities are available in three-hour blocks of time, Sunday-Thursday.
- Sanctuary (seats 220 with use of balcony) with concurrent use of the Fellowship Hall for light refreshment: \$150
- Includes use of the sanctuary baby grand piano (please review the piano regulations section).
- Sanctuary A/V use: \$50
- Rental fees include the space(s) with tables and/or chairs only. You and your event coordinator are responsible for all additional services, such as music, linens, refreshments, decorations, and responsible adults to set-up and clean-up before and after the event.

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## Conferences, Business Events, & Meetings Rates

### Rental Fees

- Lounge: \$10/hour, minimum 3 hours.
- Library (seats 10-12 individuals): \$15/hour, minimum 3 hours.
- Classrooms: \$10/hour, minimum 3 hours.
- Sanctuary use on Friday, Saturday or Sunday: \$50/hour, minimum 4 hours with a \$300 deposit.
- Sanctuary use on Monday-Thursday afternoons: \$15/hour, minimum 5 hours with a \$75 deposit.
- Technician fee for sound in the sanctuary: \$50.
- Fellowship Hall use on Friday, Saturday or Sunday: \$50/hour, minimum 4 hours with a \$300 deposit.
- Fellowship Hall use on Monday-Thursday: \$15/hour, minimum 5 hours with a \$75 deposit.
- Rental of the Fellowship Hall includes limited use of the kitchen (i.e., using the countertops for plating and the refrigerator for food storage).
- Kitchen rental (includes food staging area, commercial range, oven, microwaves, sinks, refrigerator and dish sanitizer): \$200 with a \$200 deposit.
- Fellowship Hall A/V Rental: \$200 with a \$200 deposit 3 wired mics and stands 2 wireless mics 6-channel sound mixer Ceiling speakers throughout Fellowship Hall 2 large speakers DVD/ VHS player Ceiling-mounted, digital projector Retractable projection screen If the Sanctuary and Hall are rented for a single event, only one deposit (\$75 or \$300, depending on the day/time selected) is required. If the kitchen and A/V system are rented for a single event, only one \$200 deposit is required.
- Rental fees include the space(s) with tables and/or chairs only. You and your event coordinator are responsible for all additional services, such as music, linens, refreshments, decorations, and responsible adults to set-up and clean-up before and after the event.

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## Piano Rental Terms and Conditions

- Do NOT move the piano from its current position.
- No food or drink should be placed anywhere on the piano or its bench.
- Do not unplug damp chaser (outlet on floor).
- Do not use unnecessary force – pounding is likely to break strings.
- Move score off music rack before using eraser; be careful to not drop anything between the keys.
- Hands should be clean
- Do not place flowers or lit candles on the piano.
- Do not use polish or oils on the piano or bench.
- Do not touch or put anything on the strings.
- Close, lock and cover piano when finished.

Report any problems immediately to the Music Director. (Annease Hastings – [music@bruu.org](mailto:music@bruu.org) or 703-361-6269).

## Payment Terms

### Payments for Weddings and Parties:

- Full amount of rental is due 30 days before event.
- If event is cancelled more than 60 days before date, deposit and full amount of rental will be returned.
- If it is cancelled more than 30 days before the date, the security deposit will be forfeited, but any monies paid toward the rental and fees will be refunded.
- If event is cancelled within 30 days of the event, the security deposit will be forfeited, and any refund of ceremony and reception fees will be at the discretion of the Building Use Committee.
- These fees are set prices, regardless of whether the full number of hours are used.

### All Other Payments

- For events other than weddings and parties, the total event cost is due on the day of the event.

## Rentals by BRUU Members

The definition of a “BRUU Member” is someone who has signed the Membership Book at least 12 months prior to the date reserved for an event at BRUU.

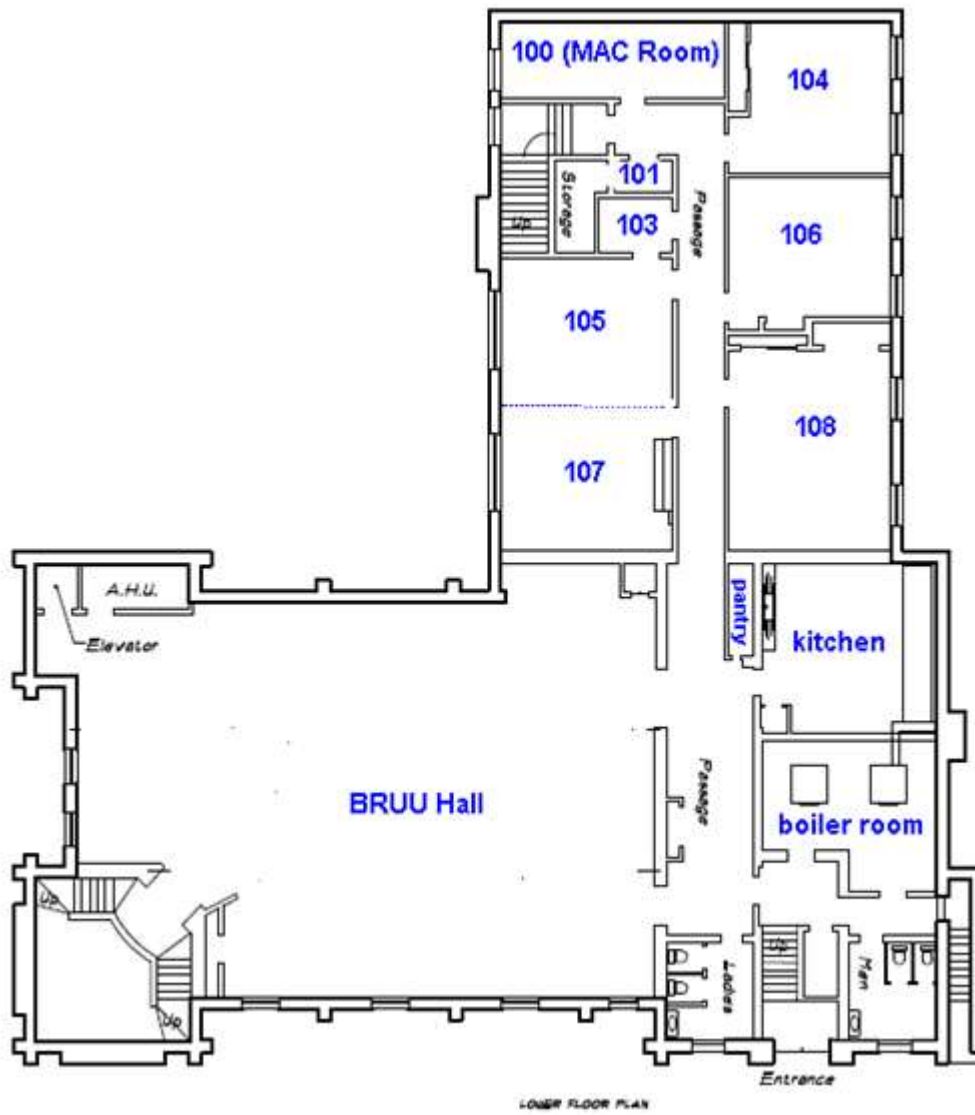
- Ministerial services for any celebration/event are separate from building use arrangements and must be coordinated independently with the Minister.
- Funeral/Memorial Service for a BRUU member or a member of the immediate family, the Sanctuary is available at NO charge. A donation is accepted and appreciated if a reception is held in the Fellowship Hall following the service.
- Wedding/Union Ceremony for BRUU member(s) and their immediate family, the Sanctuary is available at NO charge. If a reception is held after the service, rental fees for the hall and kitchen (if required) are half the rental rates listed.

For ALL of the following activities/events, a Building Use Application MUST BE COMPLETED and submitted to the Building Use Committee for approval prior to being placed on the calendar:

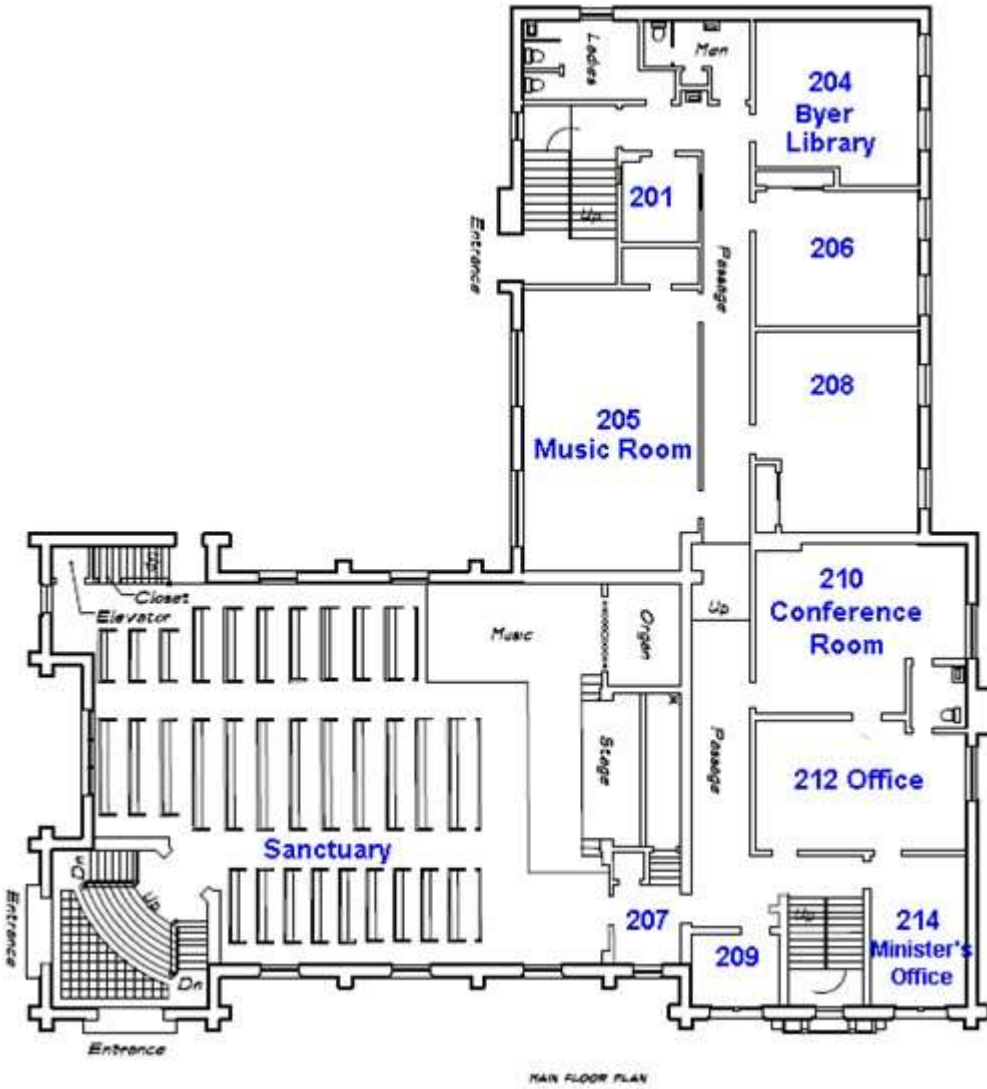
- For non-BRUU related activities: (and which are not-for-profit events): the minimum hourly requirement for any space is waived and the member only pays for the actual hours used. Examples include: club meetings and craft sessions.
- For BRUU fundraising activities: there is no fee although NOTE: date & times must be pre-arranged through BUC Chair or Event Coordinator. Even if the date and/or time are available at the time of scheduling, BUC reserves the right to reschedule the event (prior to calendar placement) in order to consider the potential for outside rental opportunities. Examples include: craft fairs and Auction items that use fellowship hall or kitchen.
- For Social/Life Passage Events: for BRUU members or members of their immediate family (other than for funerals/memorial services and union/wedding ceremonies which are covered above), fees are half the rental rates listed but rooms may not be reserved any more than one month in advance. Examples include: birthday parties, graduation celebrations, anniversaries, retirement dinners.
- If you are a committee chair and your committee is sponsoring an event at BRUU: you are responsible for collecting the application and following up with all of the details of the event (e.g., access to the building, A/V equipment, cleanup, etc.)

# Building Layout

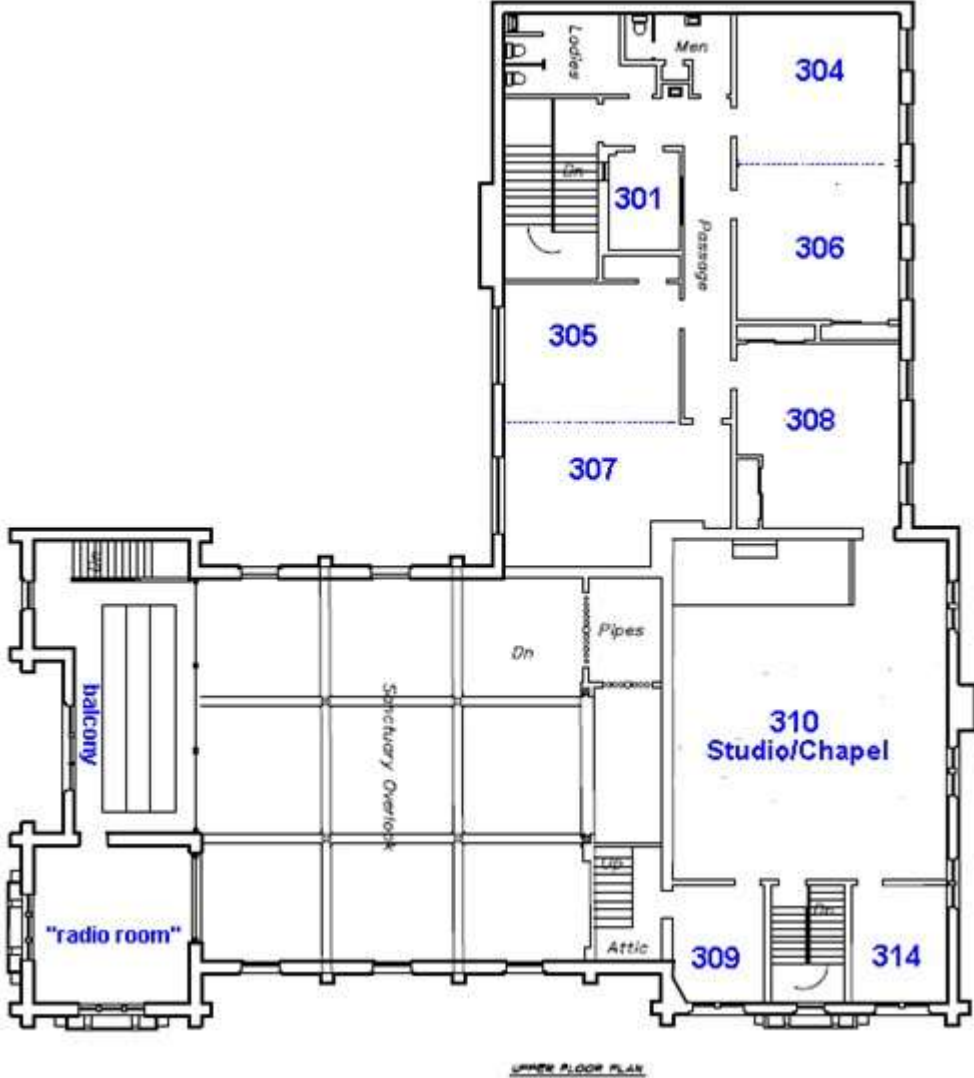
## Lower Level



# Main Level



# Upper Level





## Building Accessibility

We welcome people with special access needs, and are working to provide universal access. There are two handicap parking spaces on Main Street between Center and Church streets near the BRUU building and the curb along Main Street is cut for wheelchair access.

An elevator, which is big enough for an attended wheelchair and up to 450 pounds, serves as an entrance to the building as well as access to the main and lower levels which include the Sanctuary and Fellowship Hall. Other entrances to the building involve steps.

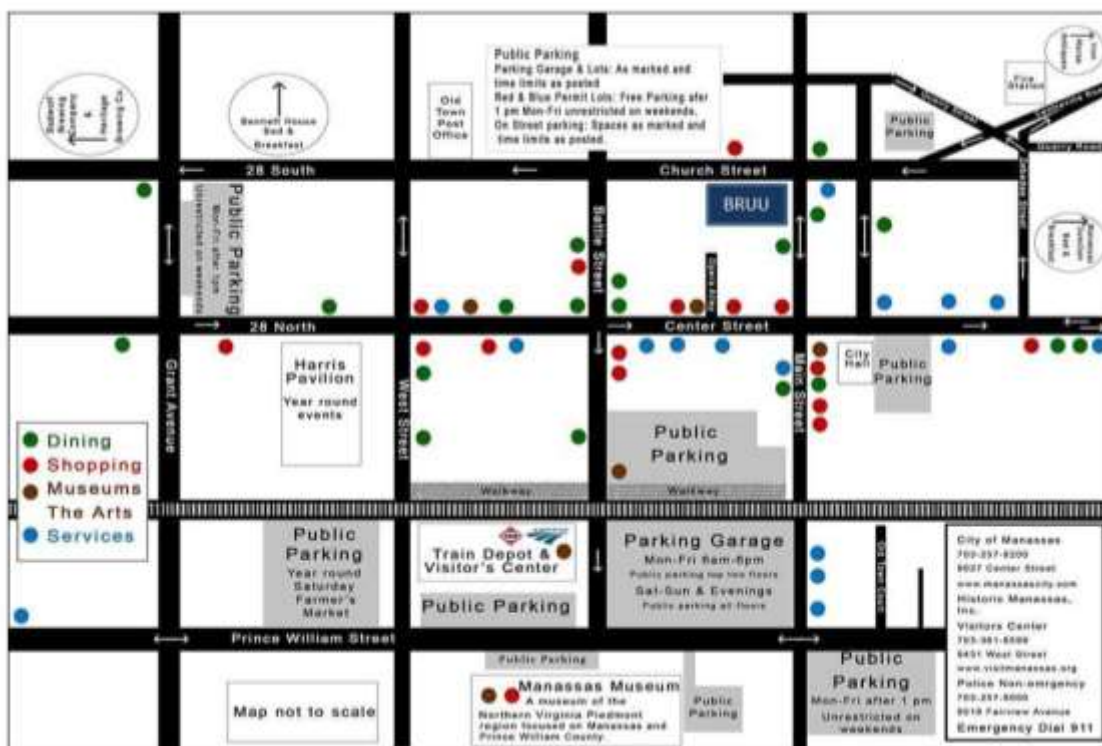
On the main level, the Library and Classrooms 206/208 are marginally accessible with a slight ramp. There is also a slight ramp to the Lounge on the lower level. There is no special needs accessibility to the rooms on the upper level.

There is a unisex accessible bathroom on the lower level.

## Parking

On-street parking is scarce directly in front of the church and what little there is limited to two hours. Fortunately, there are several municipal parking lots within a couple blocks of the building, including a five-story parking garage next to the train station, between Battle and Main Streets (two blocks from BRUU). There are 30 unnumbered spaces on the 5th level that are available for General Parking (4Hr Public Parking 6.00 a.m. to 6.00 p.m. Mon - Friday). Parking in the deck is unrestricted evenings, weekends, holidays and times other than restricted times specified on parking signage.

## Parking in Downtown Manassas



## BRUU Violence Free Zone Terms & Conditions

BRUU is a violence- and gun-free zone. Renters are responsible for making sure their events are violence free. Signs identifying BRUU as a violence- and gun-free zone are posted at each entrance. Any violations of our policy by you or your guests will result in a report to the police, the immediate termination of your event, and forfeiture of your entire deposit. Under such circumstances, BRUU will press criminal charges.

## BRUU Insurance Waiver

Renters are responsible for making sure their events are insured. You are strongly encouraged to attain insurance for your events which can usually be purchased through your homeowners/renters insurance policy at a low cost.

By signing the rental contract, the event renter hereby agrees as follows:

1. The Renter will indemnify and hold harmless BRUU, its employees and volunteers from any and all claims, suits, actions and liability of any character, arising or alleged to arise, out of injuries or damages sustained by any person, persons or property on account of or in consequence of the Renter's act or omission, neglect or misconduct, or in violation of any law, ordinance or regulation, which was caused to occur during the Renter's use of BRUU.
2. The Renter will obtain and keep in force, at its sole cost and expense, insurance coverages for general liability and such additional perils as BRUU may require, to an amount of no less than \$1,000,000, and in which BRUU is named as an additional insured. In the event of an incident during the rental event at BRUU, failure to obtain such an insurance policy could result in the Renter being held personally liable for any and all costs associated with the incident.
3. BRUU shall not be liable to the Renter or the Renter's guests for any personal injury incurred by them while at BRUU or for any property belonging to them which may be lost, stolen or damaged while at BRUU, and any and all claims for such injuries or damages are waived.

## Regulations Regarding Alcohol

By signing the rental contract, the event renter hereby agrees as follows:

Alcoholic beverages may be served with the following requirements:

1. the alcoholic beverages must not be charged for in any way;
2. consumption of alcohol is solely for the private party/event;
3. the party/event is not open to the public; and
4. alcohol is not served to minors.

Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of Virginia, Title 4.1. To be in compliance with Virginia law, you may need a banquet, banquet special event or mixed beverage special event ABC license: Banquet (also known as one-day) licenses are issued to individuals for private events where alcohol is provided at no charge to guests, such as wedding receptions, retirement parties, etc. Banquet special event and mixed beverage special event licenses are issued to duly organized, nonprofit corporations and associations raising money for athletic, charitable, educational, political, or religious purposes. For more information, see: <http://www.abc.virginia.gov/licensing/banquet.htm>

Serving of alcoholic beverages will be allowed only during the times of leased use of the premises.

Lessee agrees to defend, indemnify and hold harmless Lessor and its Board, Officers, Minister, agents, representatives and employees from any and all liabilities, demands, claims, losses, costs or expense, including, but not limited to attorney's fees, arising out of or related to any damage to or loss of property, sickness, disease, damages, bodily injury, or death resulting from the consumption by any person of any alcoholic beverages, which consumption is directly and/or indirectly related to the Scheduled Event.

Lessee is solely responsible for providing proper care and transportation for an obviously intoxicated guest.

## General Rules & Security Deposit Refund

Security Deposit Refund. The deposit will be returned within 2 (two) weeks following the event if:

- The space and floor is left clean and undamaged;
- All tables, chairs and any other items are safely returned to their original positions;
- Trash is stowed properly, with recycling items (clean paper, plastic, cans and bottles) placed in the recycling bins and trash placed in the trash cans (no trash bags may be left outside of the bins, any extra garbage must be taken with the renter);
- All doors are locked; and
- The general rules listed below are followed.

***BRUU reserves the right to deduct from the security deposit an amount necessary to pay the cost of clean-up beyond normal wear-and-tear and to deduct the costs of repairs or replacement of any property damaged during the rental period. If the security deposit is not sufficient to pay these costs, the renter will be billed for the difference.***

The Following Are Allowed:

- Alcohol: Alcoholic beverages may be served with the following requirements:
  1. the alcoholic beverages must not be charged for in any way;
  2. consumption of alcohol is solely for the private party/event;
  3. the party/event is not open to the public; and
  4. alcohol is not served to minors.For additional information, see BRUU's Regulations Regarding Alcohol.
- Loud music: as long as it complies with the City of Manassas Noise Ordinance.
- Candles: as long as you provide candle holders or cloths to catch drips.
- Smoking: as long as it is contained in the outside courtyard. All cigarette/cigar butts must be placed in the proper receptacle.
- A banner may be placed at the front of the Sanctuary as long as any banner hanging in that space is carefully rolled and stored behind the blue curtain.
- Flowers or bows may be affixed to the pews in the sanctuary with soft cord or ribbon; do not use tape or wire on the pews.
- Banners and signs may be hung from the picture rail in the Hall.

The Following Are **Not** Allowed:

- Bird seed, bubbles, rice, confetti, and petals may not be thrown at the couple inside or outside of the building.
- Thumbtacks, nails, or tape may not be used on any of the walls throughout the building.
- The baby grand piano in the Sanctuary may not be moved or have any items (such as flowers or pictures) placed on it. It may only be played if it is marked in the equipment list section of the rental application.
- Guns or violence of any kind (for more information, see BRUU's Violence Free Zone Terms & Conditions).

## Rental Contract

- By signing below, the renter agrees that the information provided in the BRUU rental application is accurate and further agrees to all terms and conditions for rental use including:
- Payment Terms;
- General Rules & Security Deposit Refunds;
- BRUU Insurance Waiver;
- Regulations Regarding Alcohol; and
- BRUU Violence Free Zone Terms & Conditions.

24. **Applicant Name** \_\_\_\_\_

25. **Event Date** \_\_\_\_\_

26. **Total Event Cost** \_\_\_\_\_

27. **Paid On:** \_\_\_\_\_

28. **Total Security Deposit** \_\_\_\_\_

29. **Paid On:** \_\_\_\_\_

30. **Applicant Signature** \_\_\_\_\_

Note: In Virginia, an electronic signature satisfies the law.

31. **Date** \_\_\_\_\_

32. **Accepted by BRUU Representative** \_\_\_\_\_

33. **Date** \_\_\_\_\_