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August 5, 2015

VIA CERTIFIED MAIL – RETURN RECEIPT REQUESTED and E-MAIL

Ms. Meredith Leastman
ICCM Celebration Center
6425 Lee Highway
Chattanooga, Tennessee 37421
meredith.leastman@gmail.com

Dear Ms. Leastman:

As you are aware from our prior correspondence, this firm represents the International Congress of Churches and Ministers (“ICCM”). The purpose of this letter is to clarify certain matters relating to events held at the ICCM Celebration Center on Lee Highway. This letter is not intended to be a comprehensive statement of the terms governing events at the Celebration Center; rather, this letter is designed to identify and clarify certain terms and conditions for future events.

First, all security for the Celebration Center will be provided by ICCM and any charges related to security will be invoiced to the person or entity holding the event. No entity other than ICCM is permitted to provide or contract for security at the Celebration Center, and at no time will there be more than one security company on site.

Second, all entities under pending and future event contracts must pay the published rate or the amount established by the ICCM board. A copy of the current published rate is enclosed with this letter.

Third, all cleaning services for the Celebration Center will be provided by ICCM and any charges relating to cleaning will be invoiced to the person or entity holding the event. No entity other than ICCM is permitted to provide or contract for cleaning services at the Celebration Center, and at no time will there be more than one cleaning service on site.

Fourth, there will be a charge for all equipment that is not a part of the flat rental agreement. The flat rental agreement covers only table and chairs. All audio, visual, and lighting equipment, décor (such as candles, vases, chargers, and columns), and other other items will be charged separately outside of the flat rental agreement.

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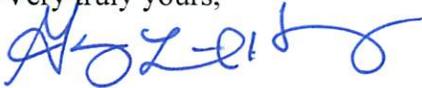
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Finally, all contracts with third parties in connection with an event at the Celebration Center will be in writing, signed by the person or entity holding the event and the third party, and attached to the master contract between ICCM and the person or entity holding the event at the Celebration Center. All contracts with vendors for events at the ICCM Celebration Center must include a certificate of insurance as an attachment.

If you have any questions with regard to the foregoing, do not hesitate to contact the undersigned.

Very truly yours,



Gary L. Henry

For Gearhiser, Peters, Elliott & Cannon, PLLC

GLH:tr

Enclosure

cc: Dr. H. Michael Chitwood (via e-mail only)
Ms. Kammy Chitwood (via e-mail only)
Mr. Mark Hutchinson (via e-mail only)
Bishop Ronnie Shaw (via e-mail only)
Mr. William Higginbotham (via e-mail only)
Ms. Patricia Hilton (via e-mail only)
Ms. Alice Carbaugh (via e-mail only)
Ms. Micki Plemmons (via e-mail only)

Celebration!

Hall Rental Prices

Monday – Friday

Day	6:00 am – 5:00 pm	8 Hours	\$2500.00
Evening	6:00 pm – 12:00 am	4 Hours	\$4500.00

Each Additional Hour \$200.00

Saturday – Sunday

Day	6:00 am – 5:00 pm	8 Hours	\$3000.00
Evening	6:00 pm – 12:00 am	4 Hours	\$5000.00

Each Additional Hour \$200.00

Additional Services

For Conventions - Conferences - Meetings & Private Events

Easel	\$15.00	each	\$
Screen—16"	\$300.00	each	\$
Screen—30"	\$600.00	each	\$
Internet Access	\$100.00	each	\$
Wireless Microphones	\$100.00	each	\$
Lavaliere Microphones	\$100.00	each	\$
AVL Technician	See Event Planner		\$
Classroom Setup	\$2.50	pp	\$
Vendor Tables (6')	\$30.00	each	\$
Meeting w/Round tables (5')	\$1.00	pp	\$
Private Meeting Room	\$125.00	each	\$
Majestic Room	\$250.00	each	\$
Bridal Suite	\$750.00	each	\$
Security	\$40.00	hour	\$
Kitchen Fee	See Event Planner		\$
Dumpster Fee	See Event Planner		\$

pp = per person

