

EVENTS REQUEST FORM

Plan Ahead!

Please submit your Events Request Form at least THREE weeks prior to your event.

Submit form to Church Office or email to firstbaptistinc@aol.com. If you have a special setup requirement please check the box below and draw your setup on the back of this form.

Setup diagram on back

Event start date _____ End date (end date/day) _____ Day of Week _____

Setup Time _____ Event Start Time _____ Event End Time _____ AM / PM (circle)

Room/Space Requested: _____ Rain Location: _____
(outdoor events must have rain location)

Event Name: _____ Event Type: _____

Confirm Private? _____ (If yes, event will not be displayed on Internet) Attendance _____

Ministry Responsible: _____

Person Responsible: _____ Phone: _____ Cell phone: _____

Alternate Person Responsible: _____ Phone: _____ Cell phone: _____

Events Services		Media Services	
USE THIS GUIDE: Definitions for setup type: See Diagram: Special setup with diagram on back		Number Needed ____ TV ____ VCR ____ DVD Videotape event _____ Other: _____	Number Needed ____ LCD projector ____ Overhead projector ____ Slide projector ____ Screen
Number Needed Setup Type _____ ____ Chairs ____ Tables ____ Platforms ____ Piano	Number Needed ____ Lectern ____ Trash cans	<input type="checkbox"/> Food Services Requested Prior to contacting Kitchen Staff, you must confirm reservation. Kitchen Ministry can be contacted through the church office to make arrangement for refreshments, tablecloths and/or skirting	
Audio Equipment Number Needed ____ Podium w/ mic ____ Handheld mic ____ Floor stand mic Other: _____		<input type="checkbox"/> Security Services Requested Please select the services needed from the list below. Check all that apply. <ul style="list-style-type: none"> <input type="checkbox"/> Building open request <input type="checkbox"/> Unlock requested room <input type="checkbox"/> High volume of guests expected <input type="checkbox"/> Reserve parking spaces <input type="checkbox"/> Traffic control needed 	
Other special needs or messages _____ _____			

Is this request submitted less than three weeks prior to start of the event? yes no If yes, please provide explanation below

EVENTS REQUEST FORM (con't)

Signature (s) required:

Church Secretary _____ Date: _____
Minister _____ Date: _____

To guarantee your rental, a 20% deposit is due immediately upon signing of this document. The balance of your grand total must be received three (3) weeks prior to the day of your event. If the date of the event is within three (3) weeks of the date this form is signed, the full balance will be due at the time of signing. Please make your check payable to First Baptist Church. All fees for ministerial services should be made payable to the officiating minister. Cash is not accepted.

All cancellations must be received in writing by the Church Secretary by no later than two (2) weeks prior to your event date in order to receive an 85% refund of the deposit. Events cancelled less than fourteen (14) days prior to event will forfeit entire deposit.

Loss and Damage. Customer will bear the entire responsibility and liability to First Baptist Church for the actual cost to repair or replace any equipment which is damaged while in the customer's possession due to failure to exercise due care in the use of the equipment by the customer, its agents, or employees acting within the scope of their employment. Customer shall indemnify and hold First Baptist Church harmless from any and all claims, liabilities, losses, costs and expenses arising from the negligent or malicious use of the equipment by customer, its agents, or employees acting within the scope of their employment.

I have read the above reservation contract and agree to the terms and conditions.

Signature & Ministry Name (if applicable)

Date

Please sign and return this document to the Church Office.