

FBC Blowing Rock

FACILITY RENTAL FORM

Deposit for facility use is to be given to the secretary upon booking.

Checks are to be payable to: FBC Blowing Rock



Name of Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____ Phone: _____

Type of Function: _____ Fax: _____

Email Address: _____

Date Required: _____
 Month Date Year S M T W TH F S

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From _____ AM To _____ AM Event Start Time: _____
 PM PM

Rehearsal time required? yes Date and time: _____ no

	Facility or Service	Rental Fee**	Total
	Church Rental – \$100. /day (this does not include Weddings – we have a separate form for Weddings)	\$ 100.00	\$
	Open/Close fee (see #5a on reverse)	\$ 75.00	\$
	Set up fee (see #5b on reverse)	\$ 150.00	\$
	Clean up fee (see #5c on reverse)	\$ 150.00	\$
<i>R</i>	Damage Deposit (please provide separate check)	\$ 300.00	\$
		Total**	\$

*Denominational Functions: No fees, however, group must provide own refreshments.

**Any or all fees may be waived or adjusted upon approval of Pastor

Sound System and Video Screen: If renter requires the use of the sound system and/or video capability, the church secretary will direct you to someone on the technical team to approve usage. Using anyone other than our sound or video techs require the approval of the sound team. Any payment for use of a sound/lighting tech must be arranged with them directly.

Facility Requested

- ____ Worship Center
- ____ Fellowship Hall (indicate set up)
- ____ Kitchen
- ____ Classroom _____ room #'s (indicate set up)
- ____ Nursery
- ____ Youth House
- ____ Playground

Furniture/Kitchen Requirements (please indicate number required)

- ____ Tables; Round _____ Rectangle _____
- ____ Chairs
- ____ Refrigerators _____ Freezers
- ____ Dishes & Cutlery
- ____ Platform/ Stage set- up

Equipment Requirements

____ Overhead Screen, Video
____ TV/DVD
____ Podium/Dais
____ Microphone /Speaker

____ Additional Microphones
____ Keyboard
____ Piano

Please Draw Fellowship Hall / Classroom Layout /Set-Up Below (indicate rooms)
