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	n/Group Booking Event:				
Name of Contact Person (if different from above): Type of Function:			Phone:		
Email Address	:				
Date Required:	:		S M T	W TH	J 🗖 F S
Time(s) Requir	red: (Set-up and clean-up times must be	included in the ho	urs)		
From_	AM To	☐ AM Even	t Start Time:		
Rehearsa	☐ PM al time required? ☐ yes Date and time:	□ PM	🗖 1	no	
	Facility or Service		Rental Fee**	Total]
	Church Rental – \$100. /day (this does not Weddings – we have a separate form for V		\$ 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	\$	
B	Damage Deposit (please provide separate	check)	\$ 300.00	\$	
	ninational Functions: No fees, however, group must provide ov or all fees may be waved or adjusted upon appro	Total**	\$		
secretary will	m and Video Screen: If renter requires the undirect you to someone on the technical team equire the approval of the sound team. Any rectly.	n to approve usage.	Using anyone other	r than our so	und or
Facility Request	ed				
Worship Co	enter		Kitchen Requirem	nents (please	indicate
Fellowship Hall (indicate set up)		number requ		Dactonala	
Kitchen			Tables; Round Rectangle Chairs		
Classroom	room #'s (indicate set up)		Refrigerators Freezers		
Nursery			Dishes & Cutlery		
Youth Hou	se	Plat	tform/ Stage set- up	p	
Playground	I				

Overhead Screen, Video	Additional Microphones
TV/DVD	Keyboard
Podium/Dais	Piano
Microphone /Speaker	

FBC Blowing Rock Rental Policies and Rates

- 1. Please include a fax number or email address so confirmation can be sent to you. (There is space on the front of this form for your fax number and/or email address).
- 2. This church is a smoke-free building.
- 3. Confetti, Glitter or rice is not to be used within the church facility or on the church property.
- **4.** Alcohol and illegal substance use on church property is strictly prohibited.
- **5.** Additional charges apply if renter requires a staff member to
 - a) open/close the building \$75.00.
 - b) set up tables, chairs, etc. \$ 150.00
 - c) clean up, i.e., put away tables, chairs, vacuum carpets, mop floors, tidy washrooms, etc., \$150.00

The renter has the option to set up and clean up themselves, with no additional charge.

- **6.** All renters ordinarily will conduct their functions to permit the closing of the facility by10:00 pm Monday to Friday and by 9:00 pm Saturday and Sunday. (In certain circumstances, these times may be extended).
- 7. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to First Baptist Church of Blowing Rock and delivered to the secretary upon confirmation of building usage approval. A damage deposit of \$300. is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by staff).
- **8.** Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
- 9. All bookings and arrangements must be made through the church secretary at least two weeks prior to the event.
- 10. Bookings and arrangements in unusual circumstances may be directed to the Pastor and/or the board of Deacons for approval.
- 11. Cancellation: A full refund will be given if cancellation notice has been given 2 weeks prior to the event. Anything less than 2 weeks notice, one-half of the payment will be refunded.

Signatures on this form indirental application by First B		RENTAL AG agreement of the renter to the church of Blowing Rock.		he approval of the
Facility Rental Deposit to b	e paid a	long with this form:	\$	_
Full payment is due the wee	ek of the	e event.		
		Signature:Please print		Da
Approval from		Date:		
For Office Use Only: Copies to be sent to:		File Office Administrator Custodial Staff Administration Staff; Audio/Visual Technician	Confirmation sent	

Revised:	
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