

"...to serve with excellence." If there is one statement that describes IBC's Event Services this is it. We strive to serve all who choose to use our facilities with the excellence they would find at any commercial event venue.

We see our campus as a tool of service to our community and have chosen to make our facilities and professional services available to all different types of groups, religious or otherwise.

Many different activities ranging in various sizes take place every week here at IBC. As a church we strive to serve the community around us by providing our facilities, resources, and personnel to help make your event a success. It is our fundamental value of true service that distinguishes us from other event locations. Whether hosting a small wedding or a conference of 2,000, you will find that having your event at IBC is easy.

This application form will help us understand a little bit about your event. You will be contacted shortly after receiving this form to confirm whether we are able to host your event.

If the schedule allows us the opportunity to host your event our Event Services staff will schedule a preliminary meeting with you to discuss IBC's capabilities as well as your general needs. At that time if you still would like to secure the date for your event we will require the payment of a deposit. To be clear, no event is locked into the schedule until the required deposit is received. (Dates and facilities are reserved on a first come, first served basis. No space is guaranteed until the deposit is received.)

After booking your event our Event Services staff will work with you directly to clarify your needs as we approach the date of your event.

### **EVENT PRICING**

All organizers of events are charged all costs associated with those personnel costs IBC incurs as a result of hosting the event. Events that take place here are normally after hours and require extra time of our staff or extra services that we normally do not have in our systems of operation. As a result, extra personnel costs are increased. The costs to provide these services are charged back to the event and the organization putting it on.

The normal fees we charge include the assistance of a Sound Technician, Custodial Services, and Event Coordinator. Depending on the needs of the specific event these prices may increase. If additional services are needed such as clearing the whole stage, use of a lighting director, or video director, use of additional areas of the church, etc. then the costs will increase. This will depend on your needs and will be up to the Technical Director and the Director of Events to determine.

After completing our online request form and an initial meeting on campus with our Events Staff an estimate of costs will be issued to you. All costs are subject to your needs and are not locked-in until closer to your event when details are most clear. IBC's campus is available starting at 9 a.m. and closes at 10 p.m. each day. All events need to be completed by 9:30 p.m. to ensure that our campus can be closed at 10p.m.. Depending on the type/size of event, IBC may request a copy of your insurance with Irving Bible Church listed as an additional Certificate Holder along with a signed Damage/Liability Agreement. If you are inquiring about having your wedding at IBC please go to our Pre-Marital Mentoring page for more information.

### **WE HOPE TO SERVE YOU SOON**

Thank you again for considering Irving Bible Church as a location for you event. We look forward to serving you in the near future.

### **ORGANIZATIONS AND EVENTS THAT HAVE USED OUR FACILITY:**

- Coppel Independent School District Staff-wide 2005 Convocation
- Multi-day Conferences
- Billy Graham Evangelistic Association
- Church Communication Network
- Weddings
- Concerts
- Dance Recitals
- High School Sport Awards Banquets
- Seminars
- Corporate Meetings
- And many more