

Facility Rental Form

Personal Information

Name: _____ Date: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Member: ___ Yes ___ No

Event Information

Type of Event: _____ Date Requested: _____

Arrival Time: _____ End Time: _____ Clergy Requested: _____

Facility Needed (circle): Worship Center Fellowship Center Gym

Expected # of Guests: _____

Additional Needs (circle): Clergy Media Tech Video

Tables: ___ Round ___ Long Chairs: _____

Screen _____ TV/DVD player _____ Piano _____

Lapel Mic _____ Other: _____

Caterer: _____ Florist: _____ DJ: _____

	Member	Non-Member	Amount	Total
Sanctuary	\$65 for 2 hours	\$500 for 2 hours		
Fellowship Center	\$65 for 2 hours	\$250 for 2 hours		
Gym	\$65 for 2 hours	\$250 for 2 hours		
Media Tech (2 hr. minimum for weddings)	\$25/hour	\$25/hour		
Tables	No charge	\$1 each		
Chairs	No charge	0.50 each		
Damage Deposit	\$100	\$250		
Additional Hours	\$20/hour	\$50/hour		
Stage Clearing Fee	\$50	\$150		

Total Amount Due: _____

Deposit Paid: _____

Balance Due: _____

Checks should be made payable to: Valley Creek Baptist Church

THIS AGREEMENT is made by and between the above name person(s), hereinafter referred to as "renter(s)/tenant(s)" and Valley Creek Baptist Church, for good and valuable consideration.

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$_____ and other fees (if applicable) required have been added to this rental amount. Full cost must be paid at least seven (7) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter shall pay a refundable amount of \$_____ for security/damage deposit in order to reserve any event date. Rental are on a first come first serve basis.

Date

Name of Group

Signature

Title

Valley Creek Baptist Church
HOLD HARMLESS WAIVER

_____ shall indemnify, defend and hold
(Name of Group)
harmless Valley Creek Baptist Church of Elizabethtown, Kentucky, and its respective officers, employees, agents, and representatives from and against any and all claims, demands, causes of actions, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against Valley Creek Baptist Church, and its respective officers, directors, employees, agents, and representatives from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of Valley Creek Baptist Church by the undersigned.

Date

Name of Group

Signature

Title