



SPECIAL EVENT REQUEST

PRIMARY CONTACT

RENTER'S NAME				PILGRIM MEMBER	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF CHURCH AUXILLIARY/ORGANIZATION					
HOME PHONE		CELL PHONE		EMAIL	

EVENT LOGISTICS

EVENT DATE	START TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
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Please carefully review the Rental Regulations regarding facility use on page 2 of this document.

EVENT TITLE			ESTIMATED # of GUESTS	
DETAILED DESCRIPTION				

FACILITY NEEDS

Please select the room(s) you need for your event.

FELLOWSHIP HALL	BEGINNERS CLASSROOM	ADVANCED CLASSROOM
KITCHEN	PRIMARY CLASSROOM	WOMEN'S #2 CLASSROOM
CONFERENCE ROOM	CHILDREN'S CLASSROOM	MEN'S #1 CLASSROOM
CHOIR ROOM	JUNIOR CLASSROOM	MEN'S #2 CLASSROOM
	INTERMEDIATE	

Will you need set-up for this event? YES NO If yes, please complete the set-up addendum form on the next page.

NOTE: The fellowship hall may not necessarily have tables and chairs out and available for your event.

FEE SCHEDULE

FEES	MEMBER	NON-MEMBER	AMOUNT
RENTAL SANCTUARY	\$100 x <input type="text"/> hours	\$150 x <input type="text"/> hours	<input type="text"/>
FELLOWSHIP HALL	\$75 x <input type="text"/> 30 min	\$150 x <input type="text"/> hours	<input type="text"/>
SETUP	\$25 optional	\$75 required	<input type="text"/>
CLEAN UP (required)	\$75	\$100	<input type="text"/>
USE OF KITCHEN	NO CHARGE	\$75	<input type="text"/>
RENTAL TIME OVERAGES	\$25 per half hour	\$50 each half hour	<input type="text"/>
		SUBTOTAL	<input type="text"/>
DEPOSIT (apply to cost of rental)	\$100 (required) Minus deposit	\$100 (required) Minus deposit	-\$100

TOTAL AMOUNT DUE

RENTAL REGULATIONS

GENERAL STIPULATIONS

- All events are approved and scheduled at the discretion of Pilgrim Missionary Baptist Church.
- Events must be scheduled at least 6 weeks in advance. No event will be scheduled without deposit. Final payment is due fourteen (14) days before the event date.
- If no set-up fee is paid, renter will be responsible for total set-up which includes removing tables and chairs from racks in storage. This stipulation does not apply for rental of the sanctuary (see below).
- A church staff member will be on-site for all events, and compensation for this service is included in the rental fee.
- Renters will be assessed a Rental Time Overage fee for every half hour the facility is occupied beyond the event end time.
- Any damages will be billed separately at the end of the event.

FELLOWSHIP HALL

- One (1) hour will be allotted for set-up/decoration immediately before the event. Any other set-up may be scheduled with church staff. (Example – If you indicate on Page 1 that your event starts at 2:00pm, you may begin set-up/ decoration as early as 1:00pm the day of the event.)
- Clean-up/tear down time will be built into the rental time. (Example – If you indicate on Page 1 that your event ends at 4:00pm, you must leave the facility by 4:00pm. Any clean-up/ tear down activities should begin prior to your event ending time.)

KITCHEN

- The kitchen can be reserved and used only in conjunction with a rental of the Fellowship Hall.
- Use of the kitchen will be limited to warming food and storing cold items. COOKING will NOT be permitted.
- Use of items in the church refrigerator or in the pantry (paper goods, canned goods, etc.) also is not permitted

SANCTUARY

- Events in the sanctuary must adhere to a 90 – minute time limit (up to 3 x 30 min time blocks).
- This form may not be used to request a funeral service in the sanctuary. You must complete a separate Funeral Information Form.
- No set-up can be requested for the sanctuary, and set-up fees are not applicable for sanctuary rental.

RENTER'S SIGNATURE _____ **DATE** _____

Your signature above indicates that you have read and agree with the Rental Regulations and intend to pay for facility rental as described in the Fee Schedule on this form. Please return this completed form to the Pilgrim Baptist Church Office.