

**Kernan Blvd Baptist Church ❖ Private Event Request ❖
Church Member ❖ Non Church Member**

Staff Approved on _____	Notified Requestor on _____
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The purpose of this form is to insure the church staff coordinates successful events. Every detail of the event listed is important to insure we can furnish what is needed, and not double events on the same dates or facilities.

Name of Event Contact	Today's Date
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Name of Event	Date of Event
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Describe the Event

Home Phone	Cell Phone
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Are you a member of KBBC?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If No, Name of Business or Company
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Email Address

Type of Event
<input type="checkbox"/> Family Reunion <input type="checkbox"/> Anniversary Party <input type="checkbox"/> Graduation Party <input type="checkbox"/> Child Birthday Party (1 yr - 5 th Grade) <input type="checkbox"/> Birthday Party (6 th -12 Grade) <input type="checkbox"/> Birthday Party – 18+ <input type="checkbox"/> Business Meeting <input type="checkbox"/> Other _____ <input type="checkbox"/> *Wedding <input type="checkbox"/> * Wedding Reception <input type="checkbox"/> *Wedding Rehearsal Dinner *See Wedding Policy for Wedding Procedures and Fees

Time Event Starts		Time Event Ends
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Setup / Cleanup Time Required	How Many Attending?
Before event _____ hrs; After event _____ hrs	

Facilities Requested
<input type="checkbox"/> Pavilion: Will you be using the grill at the pavilion? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> FLC (minimum of 150 people). Will you need the stove in the FLC kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be using the gym equipment in the FLC? <input type="checkbox"/> Yes <input type="checkbox"/> No *Room Setup: <input type="checkbox"/> Board Room, <input type="checkbox"/> U-Shape, <input type="checkbox"/> Theatre Seating, <input type="checkbox"/> Classroom Style (with tables) <input type="checkbox"/> Round Tables, <input type="checkbox"/> Rectangular, <input type="checkbox"/> Other? Please explain. _____ _____ _____ _____

You will be responsible for paper supplies and equipment needed for your event.

Any vendors providing a service for an event at Kernan Blvd Baptist Church will be required to provide a certificate of insurance \$1,000,000 liability from their insurance provider naming Kernan Blvd Baptist Church on the certificate as additional insured.

Will you have outside vendors providing service for your event?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Please list vendor name(s) and contact number. 1. _____ 2. _____ 3. _____
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Facilities Rules	<ul style="list-style-type: none"> • No smoking, drugs, alcohol, weapons, fireworks will be allowed on the premises of Kernan Blvd Baptist Church. • Only Christian Music will be allowed to play. Questions, contact Executive Pastor. • No Dancing 	
Building Access	Make arrangements to access the buildings at least 2 days before the event by contacting the church office. 904-641-4588 x 10	
Clean-Up	Event Requestor or Designee is responsible to take out garbage to the BIG Dumpster located outside in the parking lot; Clean the kitchen area; and Clear the area of the event leaving room as it was when you arrived. ***** TAKE FOOD HOME, DON'T LEAVE IN REFRIGERATORS OR CABINETS-IT WILL BE THROWN AWAY.	
Supplies	You will need to provide your own paper goods & utensil supplies. However you are welcome to use pots, pans, platters, coffee pot and silverware. Please do not remove them from the facility. Dirty dish towels are to remain in the facility. They will be washed by KBBC.	
Payments for building Rental	Payment should be made when event has been approved. Make check payable to: KBBC	
Cost for Facility Rental	<u>Church Member Fees</u> <input type="checkbox"/> Pavilion \$50 ----- <input type="checkbox"/> FLC Building Rental Fee: \$600 \$450 Building \$150 Custodial Fee (Mandatory) <input type="checkbox"/> FLC Stage/Sound Personnel \$75 per Technician Only required if stage/sound/lighting is used.	<u>Non Church Member Fees</u> <input type="checkbox"/> Pavilion \$100 ----- <input type="checkbox"/> FLC Building Rental Fee: \$600 \$450 Building \$150 Custodial Fee (Mandatory) <input type="checkbox"/> FLC Stage/Sound Personnel \$75 per Technician Only required if stage/sound/lighting is used.
	See Wedding Policy for procedures and fees.	

I have read and agree to abide by the KBBC Building Use Policies _____
Signature of Requestor

**Calendar request should be submitted to the church office at least 30 days in advance of your event.
Fax # 904-641-1777**