

Deposit Paid \_\_\_\_\_

Balance Paid \_\_\_\_\_

## Birthday Party & Private Event Request Form

This form along with your \$50 event fee and your \$50 deposit must be **completed and returned** to the church office via Sunday mornings, mail, or email either [susan@communitychurch.com](mailto:susan@communitychurch.com) or [michelle@communitychurch.com](mailto:michelle@communitychurch.com) in order to formally **secure** your event date on the church calendar.

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Room(s) \_\_\_\_\_

Number of People expected at Event \_\_\_\_\_

Person(s) responsible for payment \_\_\_\_\_

Equipment request: Equipment such as tables (NO tablecloths) and chairs may be requested for an event. Any such equipment will be provided (usually on carts) but room set-up and tear down is the responsibility of the event holder.

Tables: 5ft round \_\_\_\_\_ 8 ft x 3 ft rectangle \_\_\_\_\_

Folding chairs: \_\_\_\_\_

Note: If your event is in the learning center then learning center tables and chairs should be used.

If your event is in the Student Lounge then the picnic tables will remain and additional tables/chairs may be used if requested.

## Cleaning and Contractual Agreement

First, there is a cleaning cart and/or cleaning supplies available in the utility closet located just to the right of the women's restroom (in the student building) or in between the men's and women's restrooms (in the office hallway) in case of an accident. Any major spill or accident should be immediately cleaned by the person responsible for the event in order to minimize the risk of injury for event attendees. Second, the following is a checklist to be followed for after-event cleanup. Please be aware that disregarding this checklist will result in a non-refunded deposit.

1. Removal of any equipment, decoration, food, etc., not belonging to Community Bible Church promptly after your event.
2. Take out all trash to the fenced-in dumpster located in the West parking lot to the left of the maintenance building.
3. Return tables, chairs, games, and any other furniture to their original locations. (Including any tables or chairs that were made available on carts)
4. Turn off lights when vacating the building.

\*\*\* Due to the difficulty of the clean up, we ask that you do not use glitter for your event without speaking to our office first.

Thank you! \*\*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_