



AwakenChurch Event Booking Form

Name of Person/Group Booking Event: _____

Are you a member of Awaken Church: Yes No

Name of Contact (if applicable): _____

Address: _____
Street Address

City

State

Zip Code

Phone Number: _____ **E-mail:** _____

Type/Description of Function: _____

Day & Date of Event: _____ **Estimated Attendance:** _____

Time of Event: From: _____ To: _____

Set-up/Rehearsal: Date & Time: _____

Would you like details of this event published on the public AwakenChurch calendar? Yes No

Name of Event: _____

Person to Contact: _____ Time of Event: _____

	Facility Needs	Fee	X Hours	=Total
<input type="checkbox"/>	Entire Building	\$ _____ / hour	X _____	= \$ _____
<input type="checkbox"/>	Cafe/Sanctuary	\$ _____ / hour	X _____	= \$ _____
<input type="checkbox"/>	Multipurpose Room	\$ _____ / hour	X _____	= \$ _____
<input type="checkbox"/>	Children's Rooms	\$ _____ / hour	X _____	= \$ _____
<input type="checkbox"/>	Audio/Visual Services	\$25.00/ hour	X _____	= \$ _____
<input type="checkbox"/>	Host/Custodial Services	\$20.00/ hour	X _____	= \$ _____
<input type="checkbox"/>	Deposit (Due at time of booking)	\$ _____	X _____	= \$ _____
<input type="checkbox"/>	Cleaning Crew (If choosing not to clean)	\$ 400.00	XNA _____	= \$ _____
	Total for All Services:			\$ _____

Audio/Visual Equipment Needed (A/V Specialist will be required):

- Wired Handheld Microphone
- Computer/iPod Audio
- PowerPoint
- Song/Worship Lyrics
- Band/Instrument Connections
- Other: _____
- Computer Video
- Other: _____

Additional Equipment Needed

- Refrigerators
- Green Tablecloths: _____ of 10
- Tables/Chairs: # of Round Tables: _____ of 6 # of Rect. Tables: _____ of 8 # of Chairs: _____ of 23
- Platters/serving utensils
- Coffee Makers

Rental Policy and Agreement

1. All bookings and arrangements must be made at least 2 weeks prior to the event date.
2. Booking meeting is required to finalize event.
 - a. Booking meeting date/time: _____.
3. Permission is granted for the event to be held only on the above stated date and time.
4. AwakenChurch is a smoke-free building.
5. Please no rice, confetti, or rose-petals inside the building.
6. Any damage to equipment or facilities is the responsibility of the person booking the facility for the event. Host/Member will note any damages and payment to cover damages will be deducted from deposit and if the cost exceeds the deposit, the renter agrees to pay the balance of the damages, as determined by AwakenChurch.
7. If this event is not sponsored by AwakenChurch, AwakenChurch does not extend coverage for medical payments in case of injury to anyone attending the event.
8. Children must be supervised at all times.
9. Cancellation policy:
 - a. Events cancelled 2 weeks prior of the event date will be given a full refund.
 - b. Events cancelled less than 1 week prior to event date will be refunded at 50%.

By signing this form, I agree to the terms and conditions listed above. I also acknowledge that I have received a copy of the AwakenChurch Facility and Building Use Policy and agree to the terms it outlines.

Furthermore, by signing this agreement below, I release Awaken Church, Inc. from all liability relating to any injuries that may occur during the event held at Awaken Church. I agree to hold Awaken Church entirely free from any liability, including financial responsibility, for any injuries incurred.

I fully understand and agree to the above terms:

Renter's Name: _____ Signature: _____ Date: _____

Approved by: _____ Signature: _____ Date: _____

Application Received by: _____ Time: _____ Date: _____

Providers for this event

Host/Hostess: _____

A/V Services: _____

Application Received by: _____

Date: _____

Time: _____

Deposit Paid: Date: _____

Check: \$ _____

Check #: _____

Cash: \$ _____

Balance Paid: Date: _____

Check: \$ _____

Check #: _____

Cash: \$ _____

(Balance must be paid at least 2 weeks prior to event date)