

## CBC Facility Event Application Form

### Contact Information

Event Name \_\_\_\_\_ Date/Time Begin \_\_\_\_\_  
 \_\_\_\_\_ Date/Time End \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Recurring? \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Expected attendance: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Circle Event Type:**      **Church**                  **Community**                  **Personal**                  **For-Profit**                  **Other**

Event Description:

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**Are Food Services Requested?** \_\_\_\_\_ **Number of Meals?** \_\_\_\_\_  
 (CBC offers catering services, but not always available)

### Facility Pricing

Rooms	Price	Minimum	Hours	Cost
Small Chapel	\$20/hr	1 hour	_____	_____
Sanctuary	\$35/hr	1 hour	_____	_____
Fellowship Hall	\$35/hr	1 hour	_____	_____
	\$350/day (10-24hrs)			_____
Lower Kitchen	\$35/3 hrs	3 hrs	_____	_____
Gymnasium	\$45/hr	1 hour	_____	_____
	\$450/day (10-24 hrs)			_____
Upper Kitchen	\$45/3 hrs	3 hrs	_____	_____
Library	\$20/hr	1 hour	_____	_____
Classrooms	\$10/hr	1 hour	_____	_____

### Additional Charges if Applicable

Sound Technician	\$30/hr	1 hour	_____	_____
Attendant—required if no members of CBC are present at event	\$25/hr	1 hour	_____	_____
Set Up—if group sets up for event themselves this amount may be waived	\$25/hr	1 hour	_____	_____

Sub-Total .....	_____
Discounts (50% membership or 10% recurring) .....	- _____
<b>Total</b> .....	<b>= _____</b>

### Total Due at Booking

Half of total .....	_____
Cleaning Deposit—refunded after event concludes if clean-up is satisfactory.	+\$100
	= _____

