

SPECIAL EVENT

FORM & CONTRACT

SPECIAL EVENT FORM & CONTRACT
 for non Church wide events
 (conferences, concerts, weddings, funerals, etc.)

Name of event _____

Type of event _____

Date of event _____ Time: from _____ ^{am}to _____ ^{pm} _____

Who/What ministry will be hosting/responsible for the event? _____

Responsible Person / Coordinator _____

Address _____ Telephone _____

Estimated attendance for the event _____

1. Special Events Insurance

All individuals, families, or groups who request to rent the church facilities for an event other than a church-wide event will be responsible for obtaining a general liability insurance for the duration of the event with limits not less than \$1,000,000.00 per occurrence. An original policy or Certificate of Insurance issued by a licensed agent stating/identifying Winton First Southern Baptist Church as additional insured must be submitted to the church at least twenty-four (24) hours prior to the event. All ministries of the church are exempt from this policy.

2. **Property & Space.** **Contact person:** _____

a. Sanctuary

i. Will you be needing the sanctuary? yes no

ii. Will furniture need to be moved? yes no

iii. What will need to be moved _____

(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)

b. Fellowship Hall

i. Will you be needing the fellowship hall? yes no

ii. Will furniture need to be moved? yes no

iii. What will need to be moved _____

(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)

- c. Nursery/Preschool
 - i. Will nursery care be needed? yes no
 - ii. Time: from ^{am}_____ to ^{am}_____
 - iii. Because the church has adopted the Child and Vulnerable Risk Management policy, only those Nursery workers certified by the church will be permitted to attend the Nursery.

- d. Classrooms
 - i. Will classrooms be needed? yes no
 - ii. How many _____
 - iii. Location _____
(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)

- e. Will you need to use an outside area? yes no
 - i. Location _____
 - ii. Who will be responsible for cleaning the area? _____

- f. Will you need church furniture? yes no
 - i. Tables: how many _____
 - ii. Chairs: how many _____
 - iii. Easels: how many _____
 - iv. White board: how many _____
 - v. Other: _____ h o w
m a n y

(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)

3. **Audio/Visual. Contact person:** _____

- a. Will you be needing a sound system? yes no
 - i. Use of the Church's sound system will require the hiring of our sound tech.
 - ii. All materials played on the Church campus must be previewed by a member of the Church staff for appropriateness. Please make sure you submit materials to be reviewed by Thursday prior to the event.
 - iii. Will you need microphones? yes no how many? _____

- iv. What will played on our audio system?
 - (1) CD yes no
 - (2) Flash drive yes no
 (The A/V does not play audio tapes)
- b. Will you be needing a projection system? yes no
 - i. Use of the Church's projection system will require the hiring of our video tech.
 - ii. All materials played on the Church campus must be previewed by a member of the Church staff for appropriateness. Please make sure you submit materials to be reviewed by Thursday prior to the event.
 - iii. What will be projected on our projection system?
 - (1) Video clip yes no
 - (2) Photo show yes no
 - (3) Song lyrics yes no
 - (4) Sermon/lecture outlines yes no
 - iv. Will you be using
 - (1) DVD yes no
 - (2) Flash drive yes no
 - (3) Lap top computer yes no
 - v. Will you be needing
 - (1) TV yes no
 - (2) VCR/DVD player yes no
 - (3) CD player yes no
- c. Do you want your event recorded
 - i. on sound yes no
 - ii. on video yes no
 - iii. Recording your event on the Church's A/V equipment will require the hiring of one of our A/V techs.
 - iv. Multiple copies of the recorded event will need to be arranged through the A/V tech

4. **Kitchen & Fellowship Hall. Contact person:**_____

- a. Will your event require the use of the Kitchen and Fellowship Hall for a food preparation/meal? yes no
- b. How many people do you anticipate serving? _____

- c. Will you need the Church to prepare the meal? yes no
(A fee for the meal may be required by the Church)
- d. Will you need the Church to provide dining resources? yes no
 - i. Plates yes no
 - ii. Table ware yes no
 - iii. Drinking cups yes no
 - iv. Tables yes no
 - v. Cooking utensils yes no
- e. All materials used in the Kitchen/Fellowship Hall must be approved by the Social Chairperson
(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)

5. **Live Music..... Contact person:** _____

- a. Will your event require live music? yes no
- b. Pianist yes no
- c. Keyboardist yes no
- d. Music director/Song leader yes no
- e. Singers yes no

6. **Ushers..... Contact person:** _____

- a. Will you need ushers to greet/seat people? yes no
- b. Will you need ushers to take up an offering? yes no

7. **Costs..... Contact person:** _____

- a. Sanctuary (set up, air, lights, custodial clean-up, etc.). \$150.00
- b. Fellowship Hall (setup, air lights, custodial clean-up, etc.). \$150.00
- c. Personnel
 - i. Minister. \$150.00
 - ii. Custodian (see a. & b. above)
(Custodial service inside the buildings must be done by the church to insure proper cleaning & care of church furniture and facilities)
 - iii. Pianist/Organist (if needed). \$100.00
(Music for the event will be the responsibility of the one requesting it)
 - iv. Music Audio/visual technician (per person)

- (1) Sound. \$50.00
- (2) Video
 - (a) Video the event. \$50.00
 - (b) Prepare video slide-show. \$100.00
 - (c) Projection. \$50.00
- v. Soloist \$50.00
- vi. Nursery worker \$100.00
- d. A deposit of 50% of the total fee will be required at the signing of this contract

Signature of responsible party _____ Date _____

Signature of Church official _____ Date _____

