

Fee Schedule

Cleaning/Damage Deposit of \$150 required for **all events** (member or non-member) - due upon signing of agreement. Returned two week after event if clean and/or no damage occurred during or because of event. **This fee is in addition to any other fees listed below.**

Over time Charge - any delay in event that causes the event to run longer than contracted time will result in over-time charge. Charge will be \$50 per hour (or any part of hour). An invoice will be mailed and payment is due within 10 days. Failure to pay invoice will result in \$50 per hour reduction of cleaning/damage deposit.

Should your event require the services of Bunn Baptist Church's minister, please check availability of both the minister and the building (s) for the date you choose.

Wedding Service Fee

\$350 fee includes - Sanctuary rental of six (total) hours – for rehearsal & wedding service (**THIS DOES NOT INCLUDE THE RECEPTION, MINISTER, OR MUSICIANS**). Fee includes Facilities Coordinator, and sound technician. Members of Bunn Baptist Church pay no facility rental charge (deposit still applies) – Members are still subject to the Minister and/or Musician fee. The use of the word "Members" refers to the bride, groom, or parents of bride or groom – not any other family relation.

In the event of cancellation: If wedding is cancelled by bride and/or groom before any services (rehearsal, setting up of facilities) are rendered, a refund, less \$100 fee will be given within 10 days. If wedding is cancelled after rehearsal and/or decorations have been installed, a refund, less \$250 will be given within 10 days. If the wedding is cancelled after service is scheduled to begin, no refund will be given. If the church fails to be able to provide the facility for the ceremony, a full refund will be given within 10 days. Full refund will also be given if wedding is cancelled at least 1 month prior to date.

Personnel for Wedding Service (Additional fees)

Minister - \$200 – includes three to four counseling sessions

Pianist/Singer – Subject to agreement with pianist/singer. (suggested gift of \$75 per musician)

Extensive set up/take down time will require additional charges - \$50 per hour

Facilities coordinator and sound technician will be on hand for entire time of both rehearsal and wedding.

Wedding reception use of Fellowship Hall falls under conference rental guidelines

Conference/Seminar/Other

Sanctuary - \$125/hour (includes lower level of building)

Fellowship Hall/Rec. Room (New Life Center) - \$75/hour (includes Kitchen use) up to 4 hours; \$50/hr after that with \$500 maximum charge for contracted hours. Over time charge of \$50/hr longer than contracted still applies.

Classrooms/Conference Room - \$25/hour

Nursery - \$25/hour (DOES NOT INCLUDE STAFF)

Sound Personnel - \$25 per hour (Bunn Baptist Sound Tech required to use sound system)

Set-up Time - \$50 per hour extra (as deemed by staff)

All rentals are still subject to the Cleaning/Damage Deposit of \$150

Funerals for church members are a service of the church and will incur no fees

Facility rentals are **free to all members**. Members must pay a \$10 utility charge per day of use

Fee Worksheet

Room	Hours of use	Fee	=	Charge
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____

Total Rental Fees _____

Cleaning/Damage Deposit (paid in full at contract signing) \$150

Total Charge _____

Deposit (cleaning/damage deposit + 50% of total rental fees) _____

Balance due ___/___/___ (1 month prior to event) _____

Refund due to technical failure: In the event that BBC sound equipment malfunctions & becomes inoperable, a 50% refund will be processed on the rental charge for the facility in which the malfunction occurs. BBC is not liable for outside equipment (i.e. DJ).

I agree that the above calculations are correct for my event and I understand dates for payment of deposit and balance due and all conditions concerning use of facility, overtime charges, and cancellation – refund policy. Payment may be made by cashier’s check or cash (non-members) or personal check (members only). All checks should be made payable to Bunn Baptist Church.

Applicant

Church Representative

Date

Date

Bunn Baptist Church
205 E Jewitt Ave
Bunn, NC 2750

Web: www.bunnbaptistchurch.org

For more information or to book the facilities: call Linda Fairweather at (919) 496-2320