

REQUEST FOR USE OF BUNN BAPTIST CHURCH FACILITIES

To check to see if a date is available, contact Linda Fairweather at (919) 496-2320.

Please note: this form will be given to the appropriate group for approval. When approval is granted, cleaning/damage deposit is required along with 50% of the rental fees. A copy of this form will be given to requesting party.

Sanctuary capacity approx. 175

New Vision fellowship hall capacity 214

Name of person requesting use of facilities _____

Member of Bunn Baptist Church Y _____ N _____ phone # _____

Type of event _____

Wedding information:

Rehearsal date/time _____ any part of facility needed other than sanctuary _____

Rehearsal dinner to be held at Bunn Baptist Church (Sanctuary Building) Y _____ N _____

Reception at BBC Y _____ N _____

Name of minister _____ contact # _____

Name of florist _____ contact # _____

Name of caterer _____ contact # _____

Date of event _____ start time _____ end time _____

Time building needs to be unlocked _____ Estimated time of departure _____

Which areas are needed _____

Which equipment will be needed _____

Number of persons expected to attend adults _____ children _____

Will kitchen be needed for cooking Y _____ N _____

Is this event recurring Y _____ N _____ how often _____

I have read and agree to comply with the policies provided to me by Bunn Baptist Church. I understand that I am responsible for any damage or negligence that occurs while I/my group is using the property. I understand that any items moved must be replaced and that I am responsible for cleaning the facility according to the guidelines given to me.

Signature of applicant _____ date _____

Signature of church representative _____ date _____

Deposit of \$ _____ collected by _____ date _____

(Deposit is cleaning/damage deposit in addition to 50% of rental fees with remaining 50% due 1 month prior to event)

Refund of \$ _____ mailed on _____