

BATES MEMORIAL EVENT/FACILITY RESERVATION FORM

This reservation form is to be used for all events except Weddings, Funerals, etc. Ministries needing to use the facility for their event will need to complete the Bates Memorial Baptist Church (BMBC) Reservation Form. **THIS FORM NEEDS TO BE COMPLETED TWO WEEKS PRIOR TO EVENT FOR CONSIDERATION TO BE PLACED ON THE CHURCH CALENDAR. FORMS NOT COMPLETED TWO WEEKS PRIOR TO EVENT WILL NOT BE CONSIDERED/SCHEDULED.** The Administrative Office will contact you to confirm the date, time, and room location via email or telephone. Please allow three business days for processing.

Today's Date _____

EVENT INFORMATION

Contact Name _____ Ministry _____ Daytime Phone Number _____

Email: _____

Event Name _____

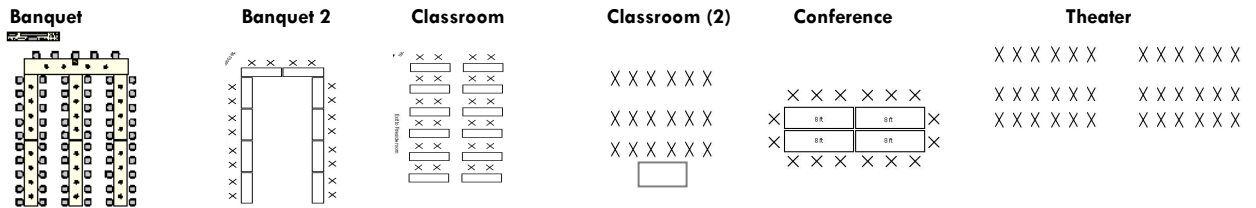
Type/Details of Event _____

Date of Event _____ Start Time _____ End Time _____ Estimated Number of People _____

Preparation: Arrival Time _____ Clean Up Time _____ Recurring? _____ If yes: End Date _____
Day(s) of the Week _____

SPECIAL SET -UP INFORMATION

All rooms will be set up in a standard classroom/meeting style (Classroom 2) unless otherwise noted. We appreciate your assistance in leaving the room in an orderly fashion.



AUDIO/MEDIA/EQUIPMENT INFORMATION

Please Note: All audio-visual equipment supplied by the BMBC is complimentary and subject to availability.

Qty.	Equipment	Qty.	Equipment	Qty.			
	Boom Stand		TV/VCR		Chair		
	Cassette Player		Power Point System		Podium		
	CD Player		Screen		Table		
	Keyboard		Sound Person for Event		Monitor		
	Mic Hand Held		Sound Check Assistance				
	Mic Lapel		Overhead Projector				
	Mic Cordless		Musical Instruments				

CULINARY SERVICES Please check all that apply.

Paper Supplies

Kitchen Services (Need to be prearranged with the Culinary Director Jowanda Duckworth if held at 620 Lampton Street.)

Qty.	Supplies	Qty.	Supplies		Full Breakfast		Meeting Refreshments
	Dinner Plates		Plastic Spoons		Continental		Tea, Coffee and Juice Only
	Saucers		Plastic Knives		Lunch		Soft Drinks & Tea Only
	Cups		Napkins		Dinner		Budgeted Amount for Food\$_____
	Plastic Forks		Tablecloths		After 5 Appetizers		

Checking of kitchen services is for inventory purposes only.

PROMOTION INFORMATION: Please check all that apply.

Media Bulletin Board	<input type="checkbox"/>
Radio	<input type="checkbox"/>
The View	<input type="checkbox"/>
Hallway Tables 1 or 2	<input type="checkbox"/>

All promotion is subject to the approval of the Administrative Office.

OTHER INFORMATION: If your meeting requires any other services, please list them in the space provided below.

Notes: _____

For Office Use Only

Approved

Denied

Initial

Date_____

Location_____

Department Leader Approval Signature _____