

Georgetown Christian Reformed Church Non-Member Facilities Use Request Form

Renter's Name _____ Date _____

Renter's best contact # _____ Purpose of Use: _____

Date of Event: _____ Time of Use: _____ Number of Persons: _____

If for wedding: Bride and groom's names and preferred contact numbers:

Bride: _____ Contact # _____

Groom _____ Contact # _____

Please make contact with the wedding coordinator within one week of making your reservation. (Nancy Bunning, 669-4999)

Request:

Wedding **\$ 750** _____

Includes: (only)

- *Sanctuary*
- *Rooms: 108 for bridal party, Worship Center, Kitchen & Gathering Area*
- *Use of these rooms the day prior to the event (rehearsal & setup)*
- *An audio CD of the event*
- *Audio Technician*
- *Georgetown Planning Contact: Wedding Coordinator*
- *Custodial services*
- *Due to the need to secure custodial, sound, and organizational staffing, please note that \$200 of this fee is not refundable within 60 days of the date of your event. This also applies for those wishing to reserve a date and rent the facility as a secondary or "backup" option.*

Please note: The Audio Technician, Wedding Coordinator & custodial services are required. This package does not include fees for clergy or musicians.

Activities Center, **\$350 \$25 deposit** _____
(Holiday, Graduation, Family Gathering)

Includes:

- *Activities Center*
- *Kitchen*

Gathering Area **\$100 \$25 deposit** _____
(Baby & Bridal Showers, Birthdays, Anniversary, Creative Memories Crops)

Includes: (only)

- *Gathering Area*

Courtyard \$100 \$25 deposit _____
 (Baby & Bridal Showers, Birthdays, Anniversary, Creative Memories Crops
Includes: (only)
 • *Courtyard*

Café \$100 \$25 deposit _____
Includes: (only)
 • *Lower Level Café*

Recital \$100 \$25 deposit _____
Includes: (only)
 • *Sanctuary*

Other Rooms and their fees that can be added to above:

- Gathering Area** \$50 _____
- Kitchen** \$50 _____
- Courtyard** \$50 _____
- Lower Level Classroom** \$50 _____
- Café** \$50 _____
- Other: (some usage and rates are subject to Facilities Team Review)** _____

Total _____

(Please make out one check for the rental fee and a separate check for the deposit fee.)

Special equipment needs:

By signing below I agree that this rental does not include the use of Georgetown CRC's paper products or coffee, nor does it include the use of the espresso or cappuccino machines. I also will be responsible for any damages to church property that occurs in conjunction with this rental, including broken or missing gaming equipment. I have read, understand, and will abide by Georgetown CRC's Facilities Use Policy.

Signature _____ **Date** _____

Office use only

Authorized use approved by _____

Today's Date _____

Fees Collected _____ Check Number _____