

Epworth United Methodist Church Facility Booking Form

Event _____ Date _____

Purpose of Event _____ Phone # _____ Cell # _____

Start Time _____ End Time _____ Estimated No in Attendance _____ Fax # _____

Contact Person _____ E-Mail _____

Church Related Group Yes No Church Sponsor _____

Room Reimbursement Fees

3 Hour Minimum Charge / Additional Hourly Rates listed Below

Sanctuary \$400 / \$125	Crusader Class \$ 100 / \$ 33	Class Room \$100 / \$ 33
Wesleymen Class \$100 / \$ 33	Social Hall \$ 350 / \$115	Conference Room \$100 / \$ 33
Southgate Chapel \$150 / \$ 50	Kitchen \$ 350 / \$115 <small>(without Equipment Use)</small>	Kitchen \$500 / \$167 <small>(with Equipment use)</small>
Parking Lot \$300 / \$ 75	Entire Facility \$1,500 / \$500	Other _____
Set-up \$ 25	Break-down \$ 25	_____

Weekly / Monthly Group Reimbursement Fees

Hourly Rates listed Below Based on Group Size

1 - 24 \$ 25	100 - 124 \$125	over 200 <i>to be determined</i>
25 - 49 \$ 50	125 - 149 \$150	Other _____
50 - 74 \$ 75	150 - 174 \$175	_____
75 - 99 \$100	175 - 199 \$200	_____
Set-up \$ 25	Break-down \$ 25	_____

Personnel Requirements

3 Hour Minimum Charge / Additional Hourly Rates listed Below

Pianist/Organist \$250 / \$ 65	Sound \$100 / \$25	EUMC Staff on Premises \$75 / \$25
Custodian \$ 50 / \$15	Host / Hostess \$300 / \$75	Other _____

Setup Instructions *(Sanctuary furnishings may not be moved or removed)* _____

Decorating Arrangements _____

Other _____

NOTE: A Non-Refundable Deposit of \$100 is required to confirm date. All other fees are due at least two weeks before the event. Also note, that booking will not be confirmed until it has been cleared with ALL appropriate committees, at which time the DEPOSIT is required and is applied to fee.

Pastor Date _____ Trustees Date _____ Committee Chair Date _____

Event Cleared on Church Calendar Yes No Admin Assistant Date _____

The use of Epworth's parking lot is included with the room use / rental. The parking lot is located beside the church on Freemason Street. Additional parking available opposite our lot at the Freemason Street Parking Garage for a fee.