

RENTAL REQUEST FORM

Rates are based on a 5-hour time frame. Additional hours can be requested and approved upon availability at an additional amount.

RATES:

SPACE REQUESTED	MONDAY- THURSDAY		FRIDAY & SATURDAY	
	Member	Non-Member	Member	Non-Member
Worship Center	\$750	Unavailable	\$850	Unavailable
Carnell Matthews Welcome Center	\$150	\$200	\$175	\$225
Pastor Ann Irving Community Room	\$125	\$175	\$150	\$200
Gateway Event Center	\$600	\$1450	\$750	\$2150

REQUESTOR'S INFORMATION

Please fill out the information below. Our Administrative team will respond within three (3) business days.

First & Last Name: _____

Business Name (if applicable): _____

Email Address: _____ **Phone #:** (____) ____ - ____

Date of Event: _____ **Time:** _____ (AM/PM)
month/day/year

EVENT TYPE: (please select all that apply)

Conference/Meeting/Workshop	Funeral Service	Wedding Ceremony
Concert	Party/Reception/Repass	Other (please provide description below)

Other _____

EXPECTED # OF GUESTS: _____ (maximum occupancy is 250)

AVAILABLE ADD-ON SERVICES:

Requested Service	Amount	Y/N	Requested Service	Amount	Y/N
Day of Coordinator	\$500/DAY		Musician	\$75/HR	
Event Planner			Staff Pastor	\$100/HR	

Additional Comments:
