



SPECIAL EVENT SERVICES

FOR-PROFIT EVENT

DATE OF CONTRACT

Name _____

Address _____

Primary Telephone Number _____

Email _____

Contact Person(s) _____

Contact Person(s) Telephone Number(s) _____

Contact Person(s) Email(s) _____

Date(s) of Program/Event _____

Time _____ AM / PM to _____ AM / PM

LOCATION OF PROGRAM/EVENT

- Banquet Hall
- Meeting Space: Room 114, Heritage Education Building
- Heritage Fellowship Hall
- Meeting Space: MLK Parlor, Heritage Education Building
- Horizon Sanctuary
- Meeting Space: Room 103, Heritage Education Building
- Center Seminar Room (*Second floor*)
- Meeting Space: Classroom 211
- MLK Conference Room
- Meeting Space: Classroom 320
- Meeting Space: MLKCRC Rehearsal Hall

TYPE OF EVENT

- Corporate
- Dinner/Reception
- Family Reunion
- Funeral
- Program/Service
- Wedding

ADDITIONAL SERVICES

- Horizon Sanctuary, 6 hours (*includes sound tech*)
- Horizon Sanctuary, 4 hours (*includes sound tech*)
- Cleaning Service, 4 hours - \$20 per hour
- Audio/Visual Screen Operator - \$400
- Keyboard
- Security - \$30 per hour
- On-site Catering Services
- Kitchen Prep, 2 hours - \$100 returnable deposit*

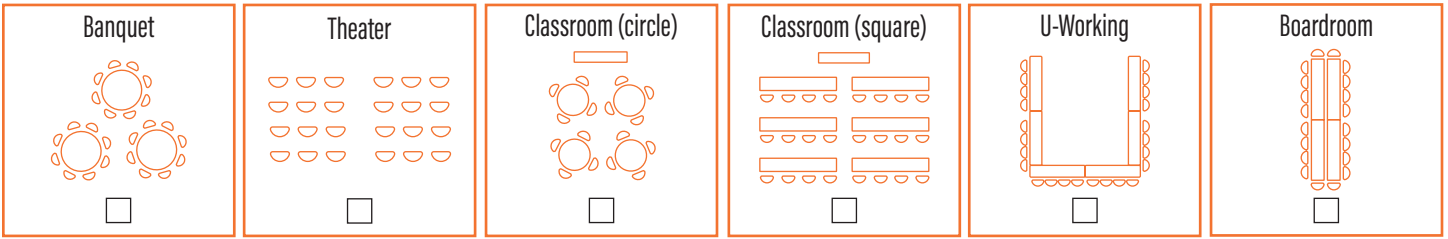
ON-SITE CATERING MENUS

- Hot Menu:**
Seasoned Baked Chicken
Fried Fish
Yellow Rice
Fresh Green Beans
Buttered Dinner Rolls
Dessert
Water
Beverages
(*Southern Style Sweet Tea, Lemonade*)

- Cold Menu:**
Sandwiches
Wraps
Dessert
Water
Beverages
(*Southern Style Sweet Tea, Lemonade*)

OF ATTENDEES:

SEATING FORMAT



Use of projector and screen

TOTAL CONTRACT SERVICES

+ADMINISTRATIVE FEE @ 10%

GRAND TOTAL

TOTAL DUE AT THE SIGNING OF THIS AGREEMENT

_____ paid in full for the date secured, plus any payments known at this time required by other vendors.

The balance due (_____) for payment of the room and any vendors secured by the EBC shall be due 30 days prior to the event, and is non-refundable (unless the vendors refund any part of the payment). All events booked within 30 days of event require payment in full unless otherwise noted in contract.

The Refund policy for cancellations is as follows:

At least 60 days before the event: If EBC can re-book the date, then the Rental Rate and all deposits will be refunded, less a 30% service charge. If not, then the entire amount is non-refundable.

Less than 30 days before the event: Non-Refundable

** If kitchen cleanup requirements are met*

SIGNATURES OF APPROVAL

PRINTED NAME	SIGNATURE	DATE
REV. REGINA A. CHAMBERLAIN		
DIRECTOR OF COMMUNICATIONS & SPECIAL EVENTS		

Please E-Mail or Fax completed application to: ebcevents@ebenezeratl.org

The Ebenezer Baptist Church | Attn: Events
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