



# SPECIAL EVENT SERVICES

NON-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 - \$16 per hour
- Audio/Visual Screen Operator - \$400
- Keyboard
- Security - \$20 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)*

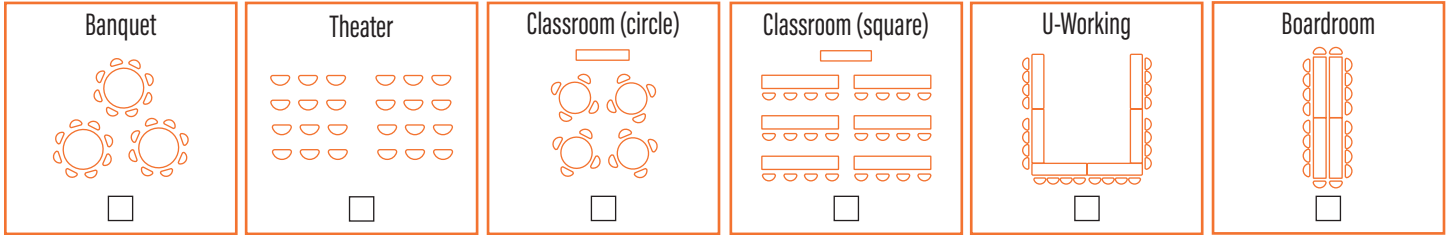
- Cold Menu:  
Sandwiches  
Wraps  
Dessert  
Water  
Beverages  
*(Southern Style Sweet Tea, Lemonade)*

# OF ATTENDEES:

\_\_\_\_\_

# NON-PROFIT EVENT FEE

## 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

SIGNATURE

DATE

**ALL NON-PROFITS MUST PROVIDE 5013C CERTIFICATION ALONG WITH THE CONTRACT. OTHERWISE, THERE WILL BE NO DISCOUNT.**

Please E-Mail or Fax completed application to: [ebcevents@ebenezeratl.org](mailto:ebcevents@ebenezeratl.org)

The Ebenezer Baptist Church | Attn: Events  
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