



First Baptist St. Petersburg Event Request Form

Today's Date: _____

Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____

Time of Event (include set-up/break-down time): _____

_____ Entire Building - \$3,000 Daily Fee

_____ Worship Center & Narthex - \$2,000 Daily Fee

_____ Multi-Purpose Room - \$1,800 Daily Fee

_____ Audio/Visual Person (required for Worship Center rental) - \$80/hour with 3 hour minimum

_____ Livestreaming and/or Video Recording - \$80/hour with 3 hour minimum

Total amount due _____

25% non-refundable deposit needed to confirm reservation. This deposit is applied to the balance.

- Remaining balance is due 14 days prior to the event
- Additional fees will be billed following the event (including but not limited to audio/visual time overage, damage, excessive clean-up, etc.)

Once the date has been confirmed, set-up requests and other details will be finalized.

Due to our ministry schedule and other events, your event request will not be confirmed until 6 months prior to the event.