



**FIRST BAPTIST CHURCH
OF ST. PETERSBURG
EVENT REQUEST FORM**

Today's Date: _____

Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Name/Description of Event: _____

Date(s) of Event: _____

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

FACILITY RENTAL

- _____ Entire Building - \$3,000 Daily Fee
- _____ Worship Center & Narthex - \$2,000 Daily Fee
- _____ Multi-Purpose Room - \$1,800 Daily Fee
- _____ Audio/Visual Tech (required for Worship Center) - \$80/hour (3 hour minimum)
- _____ Livestreaming and/or Video Recording - \$80/hour (3 hour minimum)
- _____ Other Space (Contact Church Office for Pricing Details)

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.