



LBC Event Fee Schedule Form

In an effort to provide adequate facilities/services for your upcoming event, please check all necessary spaces needed and return this form with check payable to LBC to the office at least 30 days prior to your event.

OFFICE USE ONLY
Received by:
Date:
Date Paid:

Facilities

	LBC Member		Non-Member	
Use of Main Building or Youth Building -includes use of kitchen at either facility	\$25.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>
Custodial Fees (Includes opening and closing.) Does NOT include cleanup! Party responsible for event is expected to clean up all areas used.	\$50.00	<input type="checkbox"/>	\$50.00	<input type="checkbox"/>
Total:	\$75.00		Total: \$300.00	

Technical/Music

Sound	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Projection Design Fee (etc. picture slideshow)	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Run projection during event	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Video Recording Three camera recording delivered via digital file	\$300.00	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>
Pianist Includes rehearsal and event.	\$100	<input type="checkbox"/>	\$200	<input type="checkbox"/>
Total:	_____		Total:	_____

Kitchen

Paper products For >50 attendees	\$20.00	<input type="checkbox"/>	\$20.00	<input type="checkbox"/>
For <50 attendees	\$60.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>
Drinks For >50 attendees	\$25.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
For <50 attendees	\$75.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>
Total:	_____		Total:	_____

Cost Totals

Facilities Total:	
Technical/Music Total:	
Kitchen Total:	
Total Event Cost:	

Deposit/Payment Policy

A security deposit of \$50.00 is required to book your event once all scheduling has been confirmed and will be applied to the total event cost. All remaining fees must be paid 30 days prior to your event. Checks should be made to Lebanon Baptist Church and can be mailed to:

Lebanon Baptist Church
144 East Mulberry Street
Lebanon, KY 40033

Scheduling/ Times Notice

All prices are for events lasting no more than 4 hours not including setup and cleanup. Six months' notice is required to secure a media team and pianist. If staffing cannot be secured within three months of the event, the Event Coordinator will be notified. None of these services can be guaranteed until staffing is secured.

Cancellation Policy

If cancellation is received 45 days or more before the event, all fees paid up to that time will be refunded. If cancellation is received less than 45 days before the event, no fees will be refunded.

Damage Policy

Any damage done to the church building, property, or furnishings by any guest or attendee of the event, either at the rehearsal or the event itself is the sole responsibility of the party sponsoring the event. Any damage to the building must be repaired to the satisfaction of the trustees and facilities manager of Lebanon Baptist Church. Any furnishings missing or damaged must be replaced immediately. Final responsibility rests with the party sponsoring the event.

Member Qualification

In order to qualify for the member pricing the contact person for the event or their parents must be a current active member(s) of Lebanon Baptist Church. Extenuating circumstances as to an active member are at the discretion of the Lebanon Baptist Church Trustees.