
EVENT DETAILS – APPLICATION FORM

Group Name _____

Individual Name _____

Address _____

Phone Number: _____

Email Address: _____

Office Use Only

Quoted Price: _____

Notes: _____

DETAILS

Event (purpose) _____

Number in attendance: _____

Do you plan to set up in advance? No Yes If so – when? _____

Date of Event: _____ Time: from _____ until _____

Responsible Person: _____ Phone #: _____

Complete list of rooms needed: _____

Tables/Chairs Required: No Yes # Rnd. Tables ____ # Rect. Tables ____ # Chairs ____

Media Requirements: Sound System ____ (Sound system only available in Sanctuary – For Fellowship Hall you bring in your own) Sanctuary Projectors ____

Please provide a detailed list of any musical instruments you will use or bring in _____

Special Requests: _____

BUILDING USE POLICIES

BVBC facilities are available for rent to individuals and/or groups provided the purpose of the rental and activities do not conflict with the BVBC Mission Statement (<https://bowvalleybaptist.com/about/>) and CNBC Statement of Faith (<https://cnbc.ca/articles/cnbc-confession-of-faith>).

The renter _____ agrees to the Building Use Policies

If WEDDING

Pastor _____ Church _____

What time is the Rehearsal Time: from _____ until _____. Rehearsal Dinner Time: from _____ until _____.

Set up for Rehearsal Dinner Date: _____ Time: _____ until _____.

Renter _____ Authorized Church Representative _____

PLEASE RETURN THIS FORM IN PERSON OR EMAIL IT TO BUILDING@BOWVALLEYBAPTIST.COM