

CHURCH RENTAL – REQUEST FOR PROPOSAL



Thank you for expressing an interest in holding your upcoming event at Second Baptist Church (2BC). Please complete and email the completed form to rentalrequest@2bcsouthside.org, and a member of the 2BC Trustee Ministry will contact you to assist you with planning, and provide an estimate of the event cost.

__ 2BC Member __ NonMember

Name of Person/Organization	Name of Contact
Email	Phone Number
Type of Event	Event Date
Event Time	Number of Guests

Room(s) Request	Services Needed	Equipment and/or Software
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Conference Room(s) <input type="checkbox"/> Parking Lot Event	<input type="checkbox"/> Stage <input type="checkbox"/> Media <input type="checkbox"/> Hospitality (Repast church event only) <input type="checkbox"/> Food Prep/Kitchen Area <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> 2BC Decorations	<input type="checkbox"/> Mr. Microphone <input type="checkbox"/> PA System <input type="checkbox"/> Microphone <input type="checkbox"/> CD Player <input type="checkbox"/> DVD Player <input type="checkbox"/> Laptop <input type="checkbox"/> Microsoft Software <input type="checkbox"/> Projector or Monitor

List additional services or equipment needs _____