



Event Information

First Christian

5 Hilltop Drive
Kimberling City, MO 65686
417-739-2673 Fax: 417-739-1847

Date of Event _____

Time of Event _____
(Start & End Times)

Name of Event: _____

Purpose (Type of event/group): _____

Please Note: First Christian is a Tobacco Free and Non-Alcoholic property (includes parking lot)

Anticipated Attendance: _____

Contact Person: Name _____
Mailing Address _____
City/State/Zip _____
Phone _____

Set Up/Clean Up: Set-up Day _____ Set-up Time _____
Clean-up Day _____ Clean-up Time _____

Responsible Person: Name _____
(If not Contact listed above) Mailing Address _____
City/State/Zip _____
Phone _____

No rice, birdseed or glitter allowed for weddings or any other event. Any damage to FC property is the responsibility of your event coordinator. Deposit will be used if property is not properly cleaned. (includes parking lot)
Deposit \$ _____

Room(s) Needed:

- Family Life Center
- Sanctuary
- Nursery
- Fellowship Hall
- Owens Hall
- C.E. Wing Classrooms
- FH Kitchen
- OH Kitchen

Equipment Needed:

- Round Tables # _____
- Oblong Tables # _____
- FLC Chairs # _____
- Folding Chairs # _____
- TV/DVD
- LCD Projector-\$100
- Overhead Projector
- Portable Mic/Sound
- Projection Screen
- Lighting*
- Digital PA - \$100
- Other
- Computer Projection - \$100*

Kitchen: Coffee Pot(s)** (# needed _____) Steam Tables Oven Microwave
 Refrigerator Ice Table Service Paper Goods***

Other _____
(Please specify: Tablecloths, Beverage Servers, Cookware, etc.)

* Fee for Special Lighting/projection ** For Java Dave Coffee \$1.00 Per Pkg. ***Please Replace (N/C if replaced)

Food: Meal Snack(s)
 Catered by _____
Delivery Time _____ Pick-up Time _____

Depending on the event, FC charges may apply for: Officiate Vocalist Instrumentalist Video/projection
 Security Projection-Chapel & FLC Sound-Chapel and FLC

Notes/Additional Information

All events are subject to the approval of staff and/or leadership.

DO NOT USE DUCT TAPE TO SECURE CORDS OR OTHER ITEMS.

(Please ask someone in the Church office for recommendations.)

First Christian Church reserves the right to cancel an activity if problems arise with use of the building.

First Christian Church activities take priority over outside activities. Any event on FC property should be "Church Worthy". Attendees are expected to conduct themselves as they would if it were a church function.

This section is applicable to First Christian events only

Registration:

Registration Fee/Cost _____ Registration Deadline _____

Coordinator: Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

Promotional Needs:

Weekly Bulletin Monthly Newsletter Radio Newspaper(s)

Other (Please specify) _____

Promotional Contact: Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

Transportation:

Church Van* Church Trailer

* Driver must have CDL or Chauffeur's license and be listed on FCC Insurance

Responsible Driver: Name _____

Mailing Address _____

City/State/Zip _____

Phone _____

This section to be completed by First Christian Church

Building Coordinator (Person to Open & Close Building and Set Thermostats):

Name _____ Phone _____

Other _____