BILLIE·CREEK·VILLAGE

P.O. Box 357 1659 E US Hwy 36 ~ ROCKVILLE, INDIANA 47872
Inn Phone: (765) 569-3430 ~ FAX: (765) 569-3582
www.billiecreekvillage.org
bcvgroupsales@iconnectii.com

Church Rental Contract

Today's Date:_____ Requested Rental Date:_____Requested Church:_____

Name of Responsible Party: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Mailing Address: _____ Cell: _____
_____

1. Rental Rate:

- ❑ $150.00 for **event**
- ❑ $50.00 for **rehearsal** if required (2 hours)
- ❑ *Not-for-profit*: $100.00 **event**
- ❑ *Not-for-profit*: $50.00 for **rehearsal** (2 hours)

2. Rental Rate with 10 rooms rented at the Inn:

- ❑ $120.00 for **event**
- ❑ $40.00 for **rehearsal** if required (2 hours)
- ❑ *Not-for-profit*: $80.00 **event**
- ❑ *Not-for-profit* $40 for **rehearsal** (2 hrs)

3. Damage Deposit/Cancellation:

- ❑ $50.00 Damage Deposit Required - to be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a $50.00 fee will be kept from the deposit.

Date and Time of Rehearsal: _____
Date and Time of Event Set-up: _____
Date and Time of Event Teardown _____

4. Additional Rental Policies: Payment must be received in full before your requested date will be held.

- ❑ A Billie Creek Village employee must be on-site in case of emergencies or questions. The event contact will be provided a radio to contact the village representative.
- ❑ The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event check list.
- ❑ No cars will be permitted in the Village until 4:30 pm during days of operation (Normally Fri, Sat, Sun).
- ❑ A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event. Including date and time of rehearsal (limit 2 hours), outline of decorations

_____
Billie Creek Village Employee (Signature) date

_____
Event Contact (Signature) date