SPECIAL EVENT SERVICES
FOR-PROFIT EVENT

PAGE 1 OF 2

Banquet Hall
Heritage Fellowship Hall
Horizon Sanctuary
Center Seminar Room (Second floor)
MLK Conference Room
Meeting Space: Room 114, Heritage Education Building
Meeting Space: MLK Parlor, Heritage Education Building
Meeting Space: Room 103, Heritage Education Building
Meeting Space: Classroom 211
Meeting Space: Classroom 320
Meeting Space: MLKCRC Rehearsal Hall

LOCATION OF PROGRAM/EVENT

DATE OF CONTRACT

Name
Address
Primary Telephone Number
Email
Contact Person(s)
Contact Person(s) Telephone Number(s)
Contact Person(s) Email(s)
Date(s) of Program/Event
Time

LOCATION OF PROGRAM/EVENT

☐ Banquet Hall
☐ Heritage Fellowship Hall
☐ Horizon Sanctuary
☐ Center Seminar Room (Second floor)
☐ MLK Conference Room
☐ Meeting Space: Room 114, Heritage Education Building
☐ Meeting Space: MLK Parlor, Heritage Education Building
☐ Meeting Space: Room 103, Heritage Education Building
☐ Meeting Space: Classroom 211
☐ Meeting Space: Classroom 320
☐ Meeting Space: MLKCRC Rehearsal Hall

ADDITIONAL SERVICES

☐ Corporate
☐ Dinner/Reception
☐ Family Reunion
☐ Funeral
☐ Program/Service
☐ Wedding
# OF ATTENDEES:

ADDITIONAL SERVICES

☐ Horizon Sanctuary, 6 hours (includes sound tech)
☐ Horizon Sanctuary, 4 hours (includes sound tech)
☐ Cleaning Service, 4 hour minimum – $30 per hour
☐ Audio/Visual Screen Operator – $400
☐ Keyboard
☐ Security, 4 hour minimum – $50 per hour
☐ On-site Catering Services
☐ Kitchen Use (Outside Caterers) - $200

ON-SITE CATERING MENUS

☐ Hot Menu:
  Seasoned Baked Chicken
  Fried Fish
  Yellow Rice
  Fresh Green Beans
  Buttered Dinner Rolls
  Dessert
  Water
  Beverages
  (Southern Style Sweet Tea, Lemonade)

☐ Cold Menu:
  Sandwiches
  Wraps
  Dessert
  Water
  Beverages
  (Southern Style Sweet Tea, Lemonade)

Other menus available upon request.
TOTAL DUE AT THE SIGNING OF THIS AGREEMENT

_________________ paid in full for the date secured, plus any payments known at this time required by other vendors.

The balance due (________________) for payment of the room and any vendors secured by the EBC shall be due 30 days prior to the event, and is non-refundable (unless the vendors refund any part of the payment). All events booked within 30 days of event require payment in full unless otherwise noted in contract.

The Refund policy for cancellations is as follows:

At least 60 days before the event: If EBC can re-book the date, then the Rental Rate and all deposits will be refunded, less a 30% service charge. If not, then the entire amount is non-refundable.

Less than 30 days before the event: Non-Refundable

* If kitchen cleanup requirements are met

SIGNATURES OF APPROVAL

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILTON BROWN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTROLLER</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Please E-Mail or Fax completed application to: ebcevents@ebenezeratl.org

The Ebenezer Baptist Church | Attn: Events
101 Jackson Street N.E. | Atlanta, GA 30312
(404)688-7300 X227 | FAX (404) 521-1129