

Mercy Vineyard Church General Event Request Form

A general event is characterized by any event not specific to MVC sanctioned events or activities preplanned by staff or church project coordinators.

EVENT RENTAL DAYS OF OPERATION ARE MONDAYS, TUESDAYS, WEDNESDAYS, AND THURSDAYS 7AM-10.30PM, AND SUNDAY AFTERNOONS 2-6PM ONLY (HOURS SUBJECT TO CHANGE), AND WILL BE CONFIRMED PER CALENDAR AVAILABILITY; EXCEPTIONS TO BE CONSIDERED WILL BE REVIEWED BY FACILITIES BEFORE CONFIRMATION.

**Denotes a required field*

Contact/Coordinator Name for Event

First * _____

Last * _____

Email * _____

Street Address *

City * _____

State * _____

Zip / Postal Code * _____

Mobile Phone * _____

Name of Event * _____

Each event is automatically assigned an event worker if:

- 1. Your group number is 25 people or greater.*
- 2. If you are from an entity outside of MVC.*

An Event Worker ensures proper entry/closure of the MVC facility, safety, and general assistance/oversight. \$150 (added to final billing).

Date and Time of Actual Event * _____

Set Up & Tear Down Time * _____

I.e. When do you require access to the building till the time doors lock? (*Note: *Latest hour of operation caps at 11pm CST with a hard stop of the event by 10.30pm to allow for proper clean up and closure of the building.*)

Expected Attendance * _____

Onsite Amenities/Needs

Note: MVC does not provide any set up of tables and chairs except for general assistance from your assigned 'Event Worker'. Each renter is responsible for the logistics and coordination of their own event.

- Auditorium Rental \$250/hr
- Cafe Rental \$100/hr
- Auditorium Tech/Staffer \$250 up to 6hrs; \$50/hr thereafter
- Extra Tech Staffer? ie. Slide Advancer \$25
- Portable Sound Equipment Usage \$100
- Classroom \$10/hr
- Coffee/Tea Cafe Bar \$40
- Tablecloths \$10
- Disposable Plates, Cutlery, Napkins, Drinkware \$100 (>30)
- Disposable Plates, Cutlery, Napkins, Drinkware \$50 (<30)
- SONOS use only (Cafe)
- Tables & Chairs - Auditorium
- Tables & Chairs - Cafe
- Number of Table & Chairs if applicable

Signature & Date of Agreement

Our rental department will confirm your requested dates as soon as received, and respond within 48-hours for said confirmation and next steps.

Mercy Vineyard Church Rentals require a minimum 14-day advance notice prior to a planned event. Thank you for your sensitivity to this.

QUICK GLANCE RENTAL NOTABLE GUIDELINES

** 14 DAYS ADVANCE EVENT NOTICE REQUIRED.

** NO ALCOHOL ALLOWED ON THE PREMESIS FOR EVENTS.

** NO OVERNIGHT EVENTS.

** A DEPOSIT OF \$100 IS DUE UPON CONFIRMATION OF EVENT DATES BETWEEN A RENTAL PARTNER AND MERCY VINEYARD CHURCH, AND WILL BE APPLIED/DEDUCTED TO EQUIVOCATE THE FINAL INVOICE COST.

** ALL FEES ARE TO BE PAID IN FULL A MINIMUM OF 14 DAYS IN ADVANCE OF ANY SCHEDULED EVENT, UNLESS THE EVENT IS ONGOING AND A SEPARATE AGREEMENT IS DRAFTED FOR PARTNERSHIP BETWEEN MERCY VINEYARD CHURCH AND ENTITY.

** IF AN EVENT IS CANCELED WITHIN 7-DAYS OF THE EVENT DATE THE \$100 DEPOSIT AND 50% OF THE TOTAL RENTAL FEE IS NON-REFUNDABLE.

Thank you for considering
Mercy Vineyard Church for your event!!!!

