



**PRAISE TABERNACLE BIBLE CHURCH
Facilities Reservation Agreement Form, Page 2**

A Security Deposit of 50% of the Total Estimated Cost is required to confirm this reservation. If not paid within 10 days of the date of this agreement, this reservation will be canceled without further notice.

The Total Estimated Cost is due in one (1) week prior to the date of the event.

The Actual Cost will be determined after the completion of the event.

In the event the Actual Cost is greater than the Total Estimated Cost, a statement will be sent within five (5) days of the conclusion of the event and said additional costs shall be due and payable 30 days after the date of the event.

A \$75.00 Cancellation Fee will be charged in the event of cancellation of this agreement less than one (1) week prior to the date of the event.

SECURITY DEPOSIT _____

Date Paid _____

Type of Payment _____

BALANCE DUE _____ **DUE BY** _____

Date Paid _____

Type of Payment _____

ADDITIONAL COST IF APPLICABLE _____

Date Paid _____

Type of Payment _____

Please read the following statement and sign below.

I have read and understand the fees and requirements for reserving Praise Tabernacle Bible Church facilities.

Signature _____

Date _____

For office use only:

Approved Not approved

Facilities Management _____

DATE: _____

Ministry Operations _____

DATE: _____