



BILLIE CREEK VILLAGE

P.O. Box 357
ROCKVILLE, INDIANA 47872

www.billiecreekvillage.org

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{765} 569-0252 {765} 592-1197

Church Rental Contract

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

Name of Responsible Party: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Mailing Address: _____ Cell: _____

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)

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 notice is required or a \$50.00 fee will be kept from the deposit.

Additional Rental Policies

Payment must be received in full before your requested date can 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

Date and Time of Rehearsal: _____

Date and Time of Event Set-up: _____

Date and Time of Event Teardown _____

Billie Creek Village Employee (Signature) date

Event Contact (Signature) date