



DOWNTOWN CHURCH  
900 N. Main Street, Searcy, AR • (501)268-5383

## Wedding Building Usage Rates & Fees

	Member Fee	Guest* Fee	
<b>Deposit:</b>	\$50(Refundable)**	\$100(Refundable)**	
<b>Areas: (includes changing rooms &amp; bathrooms)</b>			
Auditorium	\$0	\$75	
FLC	\$0	\$100	
FLC (Main) Kitchen	\$0	\$25	
<b>Items for Use</b>			<b>Replacement</b>
1 pair – 15 pt. white floor candelabras	\$0	\$15	\$150
1 pair – 7 pt. white floor candelabras	\$0	\$10	\$125
1 pair – 17 pt. heart shaped brass floor candelabras	\$0	\$15	\$150
1 pair – 9 pt. brass candelabras	\$0	\$10	\$100
1 pair – 9 pt. tree shaped brass candelabras	\$0	\$10	\$125
1 Brass Unity Candelabra	\$0	\$10	\$75
1 Half Moon Brass Candelabra	\$0	\$10	\$75
2 Brass Candle Lighters	\$0	\$10	\$80
1 Brass Metal Arch	\$0	\$30	\$175
1 White Metal Arch	\$0	\$30	\$175
Lattice Panels	\$0	\$5 each	\$20 each
8 Partitions (20'-24')	\$0	\$5 each	\$20 each
17 - 60" round tables	\$0	\$5 each	\$80 each
23 – 8ft rect. tables	\$0	\$5 each	\$75 each
5 – 30" bar ht. tables	\$0	\$5 each	\$75 each
Table Linens	\$2 each	\$2 each	\$15 each
Glass Punch Bowl	\$0	\$10	\$45
Glass Cups	\$0	\$5/dozen	\$2 each
<b>TOTAL Dep./Room/Items Fee</b>			
<b>Staff Services</b>			
Audio/Visual Tech	\$150	\$150	
Set Up/Tear Down (chairs, tables, etc.)	\$150	\$150	
Custodial	\$100	\$100	
<b>TOTAL Staff Services</b>			

\* "Guest" denotes members or groups outside of the Downtown Church congregation.

\*\* Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure and the return of any keys.

Deposit/Room/Items Fee: please make check payable to: Downtown Church of Christ

Custodial Fee: please make check payable to: \_\_\_\_\_

Audio/Visual Fee: please make check payable to: \_\_\_\_\_

Set Up/Tear Down Fee: please make check payable to: \_\_\_\_\_



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## Building Usage Clean-up Checklists

**\*\* Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure and the return of any keys.**

### Auditorium, FLC, Classrooms:

- Chairs and tables returned to original set up (Unless paying additional setup/teardown fee)
- All trash picked up and personal items removed
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Turn off lights
- Lock all outside doors and return keys to "Key Drop" box outside church office

### Kitchens:

- All dishes, pans, etc. washed, dried and put away
- Counters wiped down
- Floors swept
- All trash picked up and personal items removed
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Turn off lights
- Lock all outside doors and return keys to "Key Drop" box outside church office

### Bathrooms:

- Toilets flushed
- Counters wiped down
- Faucets off
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Lights off

### Pavilion:

Pavilion reservations include access to the entire playground area.

Due to insurance liability restrictions, **bounce houses and other temporary play structures are prohibited.**

- Picnic tables should be wiped down and returned to their original location
- Please do **NOT** attempt to clean the grills. DC will see that the grills are cleaned after they have cooled.
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- If you turn on the lights/fans, it is your responsibility to turn them off when you leave.

**Once completed please sign, date and leave in Andrew Baker's box across from church office.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_