

**SBTC TENT RENTAL REQUEST FORM  
60 X 80 Tent – TWO WEEKENDS**

*Please fill out completely and send with deposit to  
Attn: Tent Rental - SBTC, PO Box 1988, Grapevine, TX 76099-1988*

A confirmation will be sent to you once we have received the \$300 deposit. If you do not receive a confirmation within 10 days of mailing your deposit and this form, please call 817-552-2500.

TODAY'S DATE \_\_\_\_\_

NAME OF CHURCH \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_, TX ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-Mail \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

DATE(S) NEEDED \_\_\_\_\_

PICK UP DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

**\*TENT MUST BE RETURNED WITHIN TWO DAYS AFTER DATE OF USE OR THERE WILL BE A \$50 PER DAY CHARGE  
UNTIL IT IS RETURNED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH SBTC.**

Due to Tent being used for (2) weekends total, tent rental fee is \$600. A \$300 deposit is required to reserve and hold a date. The remaining \$300 is due the week of the event.

Deposit will be refunded if 72 hour notice is given.

Checks should be made payable to SBTC and mailed to:

Southern Baptists of Texas Convention  
Attn: Tent Rental  
P.O. Box 1988  
Grapevine, TX 76099-1988

**FOR OFFICE USE ONLY:**

Date(s) confirmed as available

\$300 deposit received       Cash       Check Number # \_\_\_\_\_  
Date received \_\_\_\_\_

\$300 balance paid       Cash       Check Number # \_\_\_\_\_  
Tent returned to SBTC Date \_\_\_\_\_

Tent delivered to next renter church. Church Name \_\_\_\_\_  
Date \_\_\_\_\_ Person accepting tent \_\_\_\_\_

Event evaluation form received. Date \_\_\_\_\_