

SBTC TENT RENTAL REQUEST FORM
60 X 80 Tent

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 \$150 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 (1) weekend total, tent rental fee is \$300. A \$150 deposit is required to reserve and hold a date. The remaining \$150 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

\$150 deposit received Cash Check Number # _____
Date received _____

\$150 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 _____