



Celebration Room Policies

bellevue.org/creation-station



These policies and procedures are subject to change without notice.

Our goal is to provide Ministry Excellence with intentional hospitality as we celebrate with you and your family. We also believe that teaching biblical truth is the primary goal of Bellevue Baptist Church. We look forward to celebrating with you in the days ahead.

Celebration Room Reservation

Bellevue Baptist Church
2000 Appling Road, Cordova, TN 38016
(901) 347-2000 | (901) 347-5510
bellevue.org

Celebration Room reservations are for Bellevue Members only. The reservation fee is \$100 (fee will be applied to overall expense of the celebration). Reservation Fee is non-refundable unless written notice of cancellation is provided within 10 days of the scheduled celebration.

Note: There is a two-hour limit for rental of the Celebration Room. The play structure is open to the public but can be reserved if you are hosting 150 or more children at your event.

Celebration Room Reservation Process

1. Fill out the required registration forms at bellevue.org/creation-station.
2. You will be contacted by Bellevue's Children's Ministry to schedule a meeting for your reservation request where you will finalize the details and date of your event. This step must be completed before the date is reserved.
3. Pay reservation fees/deposit. Any remaining fees are due 10 days before scheduled event.
4. A 50 percent deposit is due to book the event (\$50 min.).
5. Once approved you will receive a confirmation email.

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The Celebration Room at Bellevue Baptist Church is for private celebrations and must follow these policies and procedures:

- Scheduling of events is subject to the availability of facilities as determined by the church calendar. Please follow the Reservation Process in order to request a date and time.
- The Celebration Room will be reserved on a first-come, first-served basis, and that information is noted at the top of your reservation page.
- A 50 percent deposit is due at the time of requesting a reservation for the Celebration Room. The remaining total balance is due at least 10 days before the scheduled celebration. Cancellation of any event scheduled in the Celebration Room must be provided in written form and submitted to the Children's Ministry office within 10 days before the event. Refunds will be requested and issued from the Accounting Department of Bellevue Baptist Church.
- Once your celebration is confirmed, you will receive a confirmation email.
- Please note that Bellevue has the right to reschedule according to date and or time any celebration booked in the Celebration Room or East Lobby area. If Bellevue must reschedule your event, you will receive a phone call and an email

discussing the needed changes. Bellevue is a church ministry for our membership and at times, unforeseen conflicts may arise.

- Your celebration can be scheduled for a time period of up to two hours. Failure to adhere to the assigned time expectations will result in additional fee requirements. These fees will be received on the spot in cash. Failure to comply will result in a personal meeting with security, which is located in the East Lobby.
- Additional party options and menu options are available for each celebration.
- For your celebration Bellevue will provide the following:
 - o Tables and Chairs (Child/Adult Options)
 - o Sound/Lighting and Tech System
 - o Restroom Facilities
 - o Trash Receptacles
- Bellevue and the Celebration Room staff can also provide the following at an additional cost:
 - o Plastic Table Covers, Balloons, Cakes, Food, and Drinks
- A Celebration Host will be provided to assist with your party. This person will serve as a host to you and a liaison to the Bellevue Staff.



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This person will ensure that all facility needs are met and that the celebration stays on schedule.

The host has the authority to put an end to any questionable activity or concerns that may occur during your celebration.

- Parents are responsible for all children attending the celebration, including those who are attending your celebration and playing on the play structure.
- The use of alcohol, tobacco, drugs, or vaping pipes are prohibited at all times.
- The use of helium-filled balloons is only allowed in the Celebration Room.
- Check-in for the Celebration Room is located near the East Lobby entrance door near the café area.
- For additional questions please call (901) 345-5510.