



# DEPOSIT TERMS

Date(s) of event: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Church Address: \_\_\_\_\_  
Street City State Zip

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Contact Phone (mobile): \_\_\_\_\_

I acknowledge that I have read the terms and conditions for the "Brighten UP! Live Event" and agree and accept the terms and conditions as stated below and in the following pages. I agree that if any modifications need to be made to better fit the event I will discuss them with B-A-Light Productions before 60 days prior to event and will result in a new agreement. I agree that all checks be made payable to B-A-Light Productions at the time of the event. We understand the economy may have affected your budget, we will be happy to discuss a win/win situation with you. PLEASE DON'T HEASITATE TO CALL!

Canceling MORE THAN 30 Days Prior to an Event: If the host church cancels a B-A-Light Productions Brighten UP! Live event, the deposit will not be refunded. However, the deposit can be transferred to a new event date provided the new date is confirmed within one year of the cancellation.

Canceling LESS THAN 30 Days Prior to the Event: If the host church cancels a B-A-Light Productions Brighten UP! Live event, within 30 days of the scheduled event date, the host church is responsible for the full event price as stated in the event quote. The deposit cannot be transferred to a rescheduled event date.

I will have at least 3 adults in the room, above support staff (game leaders, a/v tech, etc.), at all times. We (B-A-Light Productions) suggest 1 trained helper for every 25-30 children.

Pastor/Children's Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bookkeeper/Church Clerk Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or fax this form and \$500 non refundable deposit to secure date | Make checks payable to B-A-Light Productions

Please charge my:  Visa  Master Card  American Express  Discover Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Security Code (on back of card): \_\_\_\_\_

Billing Address (required): \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Audio Video Needs:

We will need to use your sound system; all sound and video we need to generate will be on a computer. We will need a large video display (projector & screen or 52" or greater TV). We will need 2 cordless microphones (any type will work). We do not need any special lighting, but will use any that is available.

We will need a confident sound-tech(s) who can run your system and computer presentation programs. The sound-tech(s) needs to arrive no later the 30 minutes before service starts.

## Stage:

We will need the stage area to be as clear as possible. We play games that sometime require large space. There will need to be a room in close proximity to stage for charters to change costumes and quickly regain access to stage.

## Other Needs:

We encourage but don't require "quite seat" or special drawing prizes. These must be provided and awarded by your staff.

We work to create a service that will capture the attention of the children but we need an adequate amount of adult help to monitor the children and take care of any needs that arise. We suggest one helper for every 25-30 children. These helpers need to be knowledgeable of their responsibility in the service.

If you have any special dress codes that we need to meet please make us aware at the time of booking.

## Resource Table

We would like an opportunity to set up a resource table for our products. Please provide a location that will be within the traffic flow of attendees. We will need an 8' table with a cover.

## Financial Agreement

The cost of a Brighten UP! Live Event is custom to each location and church. Please fully review the quote attached and note all expenses before committing to the agreement. We understand that the economy may have effected you budget. We want to help in any way we can, we will work to find a solution to best fit your needs. Please do not disregard the idea without trying to work out an acceptable agreement.

**Lodging:** When traveling, we ask you to provide lodging. We require nice rooms with free internet service. The number of rooms will depend on the size of the team involved (check price quote for team size). Host homes provided by members of your church will be an acceptable from of lodging.

**Food:** Meals or reimbursement for food for the team should be provided.

**Travel:** Driving (trips less than 400 miles) Trip is calculated with Google <sup>tm</sup> Maps and is rounded up to the nearest 10. We charge \$.48 per mile see quote for total price.

Flying (trips greater than 400 miles) If flying is required we ask you cover the cost of airfare for 2 team members. Any additional staff will be at our expense. We would require a vehicle for transport (renal or driver).