



Contract: Concert Building Rental

Today's Date: _____ New Request _____ Change to original request (date) _____

Day & Date of Concert: _____ Time of event: _____ to _____

Date presented to staff for approval: _____ Date confirmed with contact: _____

Nam of Concert: _____

Additional information about event: _____ Time the doors open: _____

Contact Person: _____ Contact Tel # _____ Cell number: _____

Contact Email: _____

Expected # Attending: _____ Time Setup to Begin: _____ Time Cleanup to be Completed: _____

Rental Fee is \$1,500.00 for concerts/Events requiring the purchase of entry ticket. The fee includes:

- Site Coordinator – Works with the renter's representative to provide access to needed areas throughout their time here, serving as a liaison between the renter (promoter) and church representatives. Coordinator will also brief the renter regarding safety, capacity limitations, and evacuation routes.
- Security Personnel – Provides building security; monitoring safety and capacity conditions for the time of the concert.
- Facility Manager – Monitor the systems and use of the building during the event.
- Stage Manager/Media Technician will be present during the event, including set up and tear down.
- Six 8 ft. tables will be provided for your vendors.

In addition to the Worship Center please mark any other areas required:

Place X to request	Room	Purpose
	Fellowship Hall	
	Dressing Rooms	
	Kitchen	
	Fireside Room	
	WiFi Password needed	
	Sound Technician needed	
	Lighting Technician needed	
	Projection Technician needed	

Piano tuning is not included if piano needs to be moved it will need to be tuned at the renters expense and paid at the end of the concert. The fee is \$100.00.

Special instructions or other comments: _____

Rental Fee	Date Deposit Paid	Date Balance Paid
\$1,500.00		

A \$500.00 deposit and proof of liability insurance is required to reserve the date. The balance is due 30 days prior to the concert.

Inquiries and ticket information should be directed to event sponsor/ promoter.

Tickets are to be sold based on the attached seating chart of Worship Center seating occupancy of 930.

Worship seating is not to be moved.

Church Policy Prohibits:

- Smoking in the building or on the church property
- Serving alcoholic beverages in the building or on church property

Emergency Information

In the unlikely event of an emergency, evacuation routes and Tornado shelters are located on the enclosed map. An AED is available in the First Aide Room.

Signature of Contact Person: _____

Date: _____