

# First Presbyterian Church of Santa Barbara (FPC)

21 E Constance Ave, Santa Barbara, CA 93105

Phone: 805-687-0754

email: FPCSBFacilities@gmail.com

## FACILITIES USE REQUEST – Concert (Sanctuary & Sacristy)

Please complete this Request and return to the email above no later than two weeks prior to your event. All facilities use requests are reviewed and approved by our committee, which meets each Tuesday morning. If your event is approved, a Facilities Use Agreement will be forwarded to you, which will include pricing. Please note that your event is not put onto the calendar until it is approved and the Facilities Use Agreement is received.

Name of Group/Organization (User): \_\_\_\_\_

Concert Description: \_\_\_\_\_

# of Performers (incl. stage hands and support staff): \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Maximum capacity of Chancel (stage) is 80 persons; Maximum capacity of Sanctuary for audience is 650.

Date for Setup: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date for First Rehearsal: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date for First Concert: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date for Second Rehearsal: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date for Second Concert: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Reservation includes 1 additional hour before and after each rehearsal and concert for setup/teardown. Please indicate additional time needed beyond this. User will be able to access the facilities *only during the times reserved*. Note that stage must be completely cleared of chairs, instruments, etc. for Sunday morning worship.

1st Rehearsal: Setup \_\_\_\_\_ Tear down: \_\_\_\_\_ 2nd Rehearsal: Setup \_\_\_\_\_ Tear down: \_\_\_\_\_

1st Concert: Setup \_\_\_\_\_ Tear down: \_\_\_\_\_ 2nd Concert: Setup \_\_\_\_\_ Tear down: \_\_\_\_\_

Person responsible for Concert coordination: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Website for Information: \_\_\_\_\_

Tickets Required Cost: \$ \_\_\_\_\_ Available at \_\_\_\_\_  or at the door.

FPC Member/Christian Organization  Non-Profit 501(c)(3)  Other \_\_\_\_\_

### Event Details

\_\_\_\_\_ # of chairs needed on Chancel (stage). FPC can provide up to 60 chairs; User is responsible for setup and teardown.  We would like FPC to tear down chairs at end of last concert. Additional cost applies.

We will use  Piano  Organ (Additional cost applies. Organist must be approved by FPC)

Microphones Needed: \_\_\_\_\_ # Wired Stationary \_\_\_\_\_ # Wireless Handheld

We will use a stage extension. User is responsible to provide, setup, and tear-down stage extension. Extension cannot extend more than 12" from bottom stair. Extension can remain in place for Sunday Worship.

**Insurance Requirement** - Please note that any group using our facilities MUST provide a Certificate of Liability Insurance coverage in the amount of \$1,000,000 naming First Presbyterian Church of Santa Barbara as additional insured.