

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:** _____
Additional hours for Setup: _____ Additional hours for Strike: _____

Date for First Concert: _____ **Start Time:** _____ **End Time:** _____
Additional hours for Setup: _____ Additional hours for Strike: _____

Date for Second Rehearsal: _____ **Start Time:** _____ **End Time:** _____
Additional hours for Setup: _____ Additional hours for Strike: _____

Date for Second Concert: _____ **Start Time:** _____ **End Time:** _____
Additional hours for Setup: _____ Additional hours for Strike: _____

Date for Strike: _____ **Start Time:** _____ **End Time:** _____

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.

Person responsible for Concert coordination: _____

Phone: _____ email: _____ Website: _____

Organization Address: _____

Tickets Required Cost: \$ _____ Available at _____ 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 20 chairs (add'l chairs need to be rented); User is responsible for setup and teardown. We would like FPC to tear down chairs at end of last concert. Additional cost applies.

Microphones Needed: _____ # Wired Stationary _____ # Wireless Handheld

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

A/V & Lighting Services (Add'l cost applies): _____

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.