

# SAINT PETER'S CHURCH SPACE USAGE

## Space Request Form

*Please provide as much information as possible on the following forms.  
This PDF may be completed using the typewriter tool in Adobe Acrobat Reader and submitted via email.*



Day of the Week & Date You Are Requesting (example: Wednesday, October 13, 2010)	
Total Time Requested (example: 4:30 p.m. to 10:45 p.m.)	Actual Event Time (example: 7:30 p.m. to 10:15 p.m.)
Space(s) Requested (available spaces include: Sanctuary, Living Room, Warming Pantry, Studio, Music & Heritage Rooms)	
Name of Event: (as you would like it to appear on Saint Peter's Church public calendars)	
Description of Event (for use on public calendars such as performers, suggested donation, URL/website, etc.)	
Number of people anticipated?	Do you have A/V needs? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Additional date(s) and day(s) requested for rehearsals:

Date	Day	Space	Beginning and Ending Times

### Contact Information:

Contact Person	
Organization	501(c)3? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	
Phone Number	Email Address
Your Name (if you are not the contact person)	Today's Date

*If you need assistance or a tour/description of the spaces, please contact the church office.*

**No rooms, dates or times will be reserved until your request is approved by the church staff.**

A congregation of the Evangelical Lutheran Church in America  
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# SAINT PETER'S CHURCH SPACE USAGE

## Equipment / Instrument Request Form

**No equipment, furniture, or appointments within the church building may be altered, moved, or utilized in any way without explicit permission in the space use agreement.**

The following equipment and furniture are available without additional fees and must be included in the space use agreement at the time of signing.

*Check all that apply*

- | <u>In the Sanctuary</u>                               | <u>In the Living Room</u>   |
|---|---|
| <input type="checkbox"/> 1 Microphone (stationary)    | <input type="checkbox"/> 1 Microphone (stationary)                      |
| <input type="checkbox"/> Music stands                 | <input type="checkbox"/> Black tables (2 1/2 feet by 5 feet)            |
| <input type="checkbox"/> Musician's chairs            | <input type="checkbox"/> Black chairs                                   |
| <input type="checkbox"/> Overflow chairs for audience | <input type="checkbox"/> 2 Room dividers (80 inches tall, 23 feet long) |
|   | <input type="checkbox"/> Trash Bins                                     |

These items are available for additional fees and must be included in the space use agreement at the time of signing.

*Check all that apply*

- |  |   |
|--|---|
| <input type="checkbox"/> Piano (\$175)   | <input type="checkbox"/> Bass Amp (\$25)                            |
| <input type="checkbox"/> Organ (\$175)   | <input type="checkbox"/> Guitar Amp (\$25)                          |
| <input type="checkbox"/> Drum set (\$50) | <input type="checkbox"/> Up to 2 additional microphones (\$25 each) |

Audio/Visual Services (\$TBD)

*(An Audio/Video Service package is required if services include more than 3 microphones and/or playback or recording.)*

**Use this space to provide any details or questions you may have.**

*(example: 4 music stands; 4 musician's chairs; and audio/video package — do you have a coat rack?)*



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## Fee Chart

SPACE FEES <i>(1/2 hour before and after event is included without charge)</i>	Per Hour
Sanctuary <i>(includes use of podium microphone)</i>	\$370
after 6:00 P.M. Saturday	\$420
Living Room <i>(includes use of one wired microphone)</i>	\$370
after 6:00 P.M. Saturday	\$420
Living Room and Warming Pantry	\$470
after 6:00 P.M. Saturday	\$520
Sanctuary/Living Room/Warming Pantry <i>(concert &amp; reception package)</i>	\$670
after 6:00 P.M. Saturday	\$720
Music Room <i>(no sound enhancement is available)</i>	\$195
Studio <i>(no sound enhancement is available)</i>	\$170
Heritage Room <i>(no sound enhancement is available)</i>	\$145
NON-REFUNDABLE DEPOSIT	
Due when the contract is signed	25%
REFUNDABLE DEPOSITS <i>(payable two weeks before event)</i>	
Living Room or Sanctuary	\$750
Living Room and Sanctuary	\$1,000
Warming Pantry	\$250
Music Room, Studio, or Committee Room	\$200

REHEARSALS & SET-UP	Per Hour
Sanctuary <i>(includes use of the piano, organ and podium microphone)</i>	\$125
Living Room <i>(includes use of the piano and one wired microphone)</i>	\$125
Music Room <i>(includes use of the piano — no sound enhancement is available)</i>	\$100
Studio <i>(includes use of the piano — no sound enhancement is available)</i>	\$75

WEDDINGS / MEMORIALS / FUNERALS <i>These require prior consultation with one of our pastors</i>	
Member and Guest packages are available	Upon request

INSTRUMENT/EQUIPMENT FEES	Per Event
Piano <i>(includes required tuning)</i>	\$175
Organ <i>(requires permission of director or pastor)</i>	\$175
Drum set	\$50
Bass and/or guitar amps	\$25 each
Up to two (2) additional microphones	\$25 each

AUDIO/VIDEO PACKAGES <i>Only technicians authorized by the church may operate the A/V equipment</i>	Per Hour (2 hour minimum)
Audio (1 technician—mandatory for services with more than 3 microphones and/or A/V playback)	\$100
Audio/Video (2 technicians—mandatory for video recording)	\$200
Concert & Reception (A/V Services throughout the Sanctuary Level)	\$250

# SAINT PETER'S CHURCH SPACE USAGE

## Audio/Video Services

THESE SERVICES ARE AVAILABLE IN THE SANCTUARY AND LIVING ROOM ONLY.

BASIC <i>(included in space use fee)</i>
Includes the use of the podium microphone (Sanctuary) or one wired microphone (Living Room)
You are given a sound check 30 minutes prior to your event (to set sound levels)
No adjustment will be made to the levels during your event
Additional microphones (up to 2 at \$25 each)
<b><i>Only technicians authorized by the church may operate the A/V equipment</i></b>

AUDIO PACKAGE <i>(additional \$100.00 per hour with a two-hour minimum)</i>
<i>Everything included in the Basic Package PLUS:</i>
Audio Technician on hand to
control sound levels and cuing during the event
provide additional microphones and setups
provide complete playback of audio (from CD, iPod, laptop, etc.)
offer limited (no cuing) playback of video <i>(Projected onto the north wall of the Sanctuary or on the east wall in the Living Room)</i>
create archival quality CD if desired, using two stationary ceiling microphones

AUDIO/VIDEO PACKAGE <i>(in Sanctuary only — additional \$200.00 per hour with a two-hour minimum)</i>
<i>Everything included in the Audio Package PLUS:</i>
Video Technician on hand to
provide complete playback of video (from VHS, DVD, laptop, etc.)
create archival quality DVD if desired, using two stationary PTZ ceiling cameras

DELUXE CONCERT AND RECEPTION PACKAGE <i>(additional \$250.00 per hour with a two-hour minimum)</i>
<i>Everything included in the Audio/Video Package PLUS:</i>
Sound and video will be transmitted from the Sanctuary to the Living Room
Sound and video will be transmitted from the Sanctuary to the Plaza (Green) Room