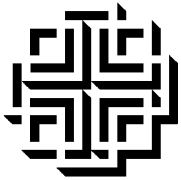


# SAINT PETER'S CHURCH SPACE USAGE

## Space Request Form

**No rooms, dates or times will be reserved until your request is approved by the church staff.  
Requests may not be considered if this form is not submitted more than 30 days in advance.**

*Please provide as much information as possible on the following forms.*



Day of the Week & Date You Are Requesting (example: Monday, October 12, 2016)	
Total Time Requested (example: 6:00 p.m. to 10:30 p.m.)	Event Time (example: 7:00 p.m. to 9:30 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
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.*

# 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 contract.**

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*

*Provide quantity and other details in the space below.*

In the Sanctuary

- 1 Microphone (stationary)
- Music stands (up to 20)
- Musician's chairs (up to 50)

In the Living Room

- 1 Microphone (stationary)
- Black tables (2 1/2 feet by 5 feet)
- Black chairs
- Room dividers (80 inches tall, 23 feet long)
- 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*

*Provide quantity and other details in the space below.*

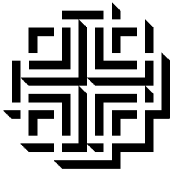
- Piano (\$200)
- Organ (\$150)
- Drum set (\$50)
- Bass Amp (\$25)
- Guitar Amp (\$25)
- Up to 2 additional microphones (\$25 each)

- 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?)*



# SAINT PETER'S CHURCH SPACE USAGE

## Guidelines and Rules

### RESTRICTIONS

1. A cash bar is prohibited by law. The only alcoholic beverages that may be served in the building are beer and wine.
2. The church prohibits any games of chance or forms of gambling.

**ALL SPACES** are rented in an "as-is" condition — that means that the space may not be configured as you desire it or as you have seen it in the past. If you want Saint Peter's staff to rearrange or move furniture or equipment, or provide tables, chairs, etc., that must be agreed upon prior to signing the contract — nothing can be changed at the time of the event unless it is written into the contract. You must leave all facilities and property in a satisfactory condition as determined by the church's staff. Additional fees will be charged for any labor, time or materials required to return spaces and/or equipment to their original condition.

### SANCTUARY

1. No food or drink (except water) is allowed in the Sanctuary.
2. Nothing in the Sanctuary may be moved or removed without prior contractual agreement.
3. The Baldwin piano may not be used only without prior contractual agreement. A tuning and usage fee is required.
4. The Klais organ may not be used only without prior contractual agreement. A usage fee is required.
5. The sound system may not be used only with prior contractual agreement.
6. The Altar
  - a. Nothing may be placed on the Altar.
  - b. The Altar may not be moved (see #2 above) without prior contractual agreement.
7. The Sanctuary Candle (lighted candle near the front of the Sanctuary) may neither be extinguished nor moved. (see #2 above)
8. The Baptismal Font should not be defiled in any way. Please do not throw coins or any other objects into it.

**EQUIPMENT** — The church is not responsible for outside materials and/or equipment used in its facilities. The church staff is not permitted or required to move any materials and/or equipment that do not belong to the church.

**SUPPLIES** — You must provide all consumable supplies, including but not limited to garbage bags, paper products, utensils, etc.

**ARRANGEMENTS FOR DELIVERIES** must be made through the church office during business hours. All equipment, including rentals, must be delivered and removed on the day of the event unless prior contractual agreements have been made.

### PUBLIC RELATIONS

1. Pictures, drawings or other graphic representations of any part of the exterior or interior of Citigroup Center are strictly prohibited by the Citigroup Condominium Agreement.
2. All public relations materials related to your event must refer to "Saint Peter's Church" without abbreviations.
3. Any admission fee must be referred to as "Donation" or "Suggested Donation" (preferred).
4. Any public relations material used at the church must be approved by the church staff and may only be displayed in an area and manner prescribed by the staff.

# SAINT PETER'S CHURCH SPACE USAGE

## Fee Chart

SPACE USE FEES (PERFORMANCE OR PUBLIC EVENT)	Per Hour
Sanctuary (includes use of one microphone)	\$500
after 6:00 P.M. Saturday	\$550
Living Room (includes use of one microphone)	\$500
after 6:00 P.M. Saturday	\$550
Living Room and Warming Pantry	\$550
after 6:00 P.M. Saturday	\$600
Sanctuary/Living Room/Warming Pantry (concert & reception package)	\$850
after 6:00 P.M. Saturday	\$900
Music Room (no sound enhancement is available)	\$200
Studio (no sound enhancement is available)	\$175
Heritage Room (no sound enhancement is available)	\$150

SPACE USE FEES (REHEARSAL & SET-UP)	Per Hour
Sanctuary (includes use of the piano or organ)	\$200
Living Room (includes use of the piano)	\$200
Music Room (includes use of the piano — no sound enhancement is available)	\$125
Studio (includes use of the piano — no sound enhancement is available)	\$100
Heritage Room (no piano or sound enhancement is available)	\$75

EQUIPMENT / INSTRUMENT FEES	Per Event
Piano (includes required tuning)	\$200
Organ (requires permission of director or pastor)	\$150
Drum set	\$50
Bass and/or guitar amps	\$25 each
Microphones (up to 3)	\$25 each

AUDIO/VIDEO FEES	Per Hour
<i>Only technicians authorized by the church may operate the A/V equipment</i>	(2 hour minimum)
Audio (1 technician—mandatory for use of more than 3 microphones and/or A/V playback)	\$125
Audio/Video (2 technicians—mandatory for video recording)	\$250
Concert & Reception Package (A/V Services throughout the Sanctuary Level)	\$300

PAYMENTS	DUE
Non-refundable deposit (25% of fees)	UPON SIGNING CONTRACT
Remainder of fees	30 DAYS BEFORE EVENT
Refundable security deposit	30 DAYS BEFORE EVENT
Living Room.....	\$1,000
Sanctuary.....	\$1,000
Warming Pantry.....	\$250
Heritage Room, Music Room, Plaza Room, or Studio.....	\$200

# SAINT PETER'S CHURCH SPACE USAGE

## Audio/Video Services

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

<b>BASIC</b> <i>(included in space use fee)</i>
One microphone
At the time the microphone is set up, you are given the opportunity to set sound level
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>

<b>AUDIO PACKAGE</b> <i>(additional \$125.00 per hour with a two-hour minimum)</i>
<i>Everything included in the Basic Package PLUS:</i>
Audio Technician will be 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 playback of video (via computer, DVD or VHS) <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

<b>AUDIO/VIDEO PACKAGE</b> <i>(in Sanctuary only — additional \$250.00 per hour with a two-hour minimum)</i>
<i>Everything included in the Audio Package PLUS:</i>
Video Technician will be 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

<b>DELUXE CONCERT AND RECEPTION PACKAGE</b> <i>(additional \$300.00 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