

Office Use Only:
REFUND AMOUNT _____
APPROVED BY _____

TODAY'S DATE _____
EVENT DATE REQUESTED _____

LUTHERAN CHURCH OF THE GOOD SHEPHERD

580 Larkin Street, Salinas 93907 (831) 424-5643 email:goodshepluth.halluse@sbcglobal.net

Request for USE OF FACILITIES by non-members or outside organizations

Name of Responsible Person, Group or Organization: _____

Mailing Address _____

City: _____ Zip code: _____ Phone[s] _____

Type of Event _____

DATE & TIME OF SET-UP: _____

Set up may occur Friday from 1pm-5pm, 5pm-9pm or weekends with prior arrangement with the office or the event supervisor.

Please note: Make sure that you and/or your vendors arrive promptly at the agreed upon time for access to facilities. LCGS staff will wait for up to 15 minutes of the agreed upon set-up time. If nobody arrives within that window of time, you will need to reschedule another time to enter the premises by calling the Event Supervisor, contact information will be provided by the office scheduler. Rescheduled set up times incur a \$50 fee.

BEGINNING TIME OF FUNCTION: _____ **ENDING TIME OF FUNCTION:** _____

Total time of set up and function (including clean up) may not exceed 12 hours on the day of the event

No food will be served from the kitchen after 8:30pm. Kitchen will be locked at 9:00pm

Your event must conclude by time agreed upon. NO EXEPTIONS! Clean up will follow.

Your assistance is EXPECTED in returning furniture to original location and/ or storage area.

**Failure to do so, renters will risk forfeiture of security deposit
or may be charged a fee if building is not fully vacated by time stated in contract**

GUESTS. Total Number of People Expected (including all guests, hosts, vendors) _____

*Seating Capacity: With buffet and dance floor =200; with either a buffet or dance floor = 232;
no food or dance floor = 240. Size of band or food table(s) may affect capacity*

ALCOHOL. Will there be a Wine or Champagne Toast? (Circle) YES NO

- NO MORE THAN ONE BOTTLE/TABLE. NO MINORS MAY BE SERVED
- NO ADDITIONAL ALCOHOL CONSUMPTION ALLOWED ON PREMISES
- **FAILURE TO FOLLOW ALCOHOL GUIDELINES WILL RESULT IN EVENT TERMINATION WITHOUT REFUNDABLE SECURITY DEPOSIT**

(Initials)

FOOD. Will Food Be Served? YES NO **Do you need access to the kitchen?** YES NO

IF YES, Check Appropriate Line: (use of refrigerator = no charge. Otherwise kitchen rental applies)

_____ Potluck _____ Catered _____ Prepared at Church

_____ Other. Please explain: _____

ROOM. Please complete the room setup worksheet one week prior to event, if setup worksheet is not received it will be at the discretion of the LCGS.

FEE SCHEDULE

Deposits

Deposit to reserve date	\$100	May be applied to rental costs
<i>Note: Deposit to reserve date will be forfeited if event is cancelled within 60 days of event</i>		
Deposit for damage/cleaning/fees	\$300	Returned to renter after event if all is in order If not, may be used to cover fees incurred.

*In order to receive your complete deposit, your party must assist the church personnel in returning chairs and tables to storage area.
You will receive your deposit by mail to the address indicated on contract 10 business days after your event.*

Rental Rates

Fellowship Hall Rental / Kitchen use / Event Staffing	\$1,100	includes staff secured by the church
Kitchen Rental (beyond use of refrigerators)	\$350	includes staff secured by the church

Fees charged against deposit if following situations arise

Fee for rescheduling set up time	\$50	
Fee if kitchen is not vacated by 8:30pm	\$50	FOR EVERY 15 MINUTES OVER
Fee if hall is not vacated by time stated in contract	\$50	FOR EVERY 15 MINUTES OVER

FEES REQUIRED PRIOR TO USE:

Damage/Cleaning/ Fee Deposit _____
 Fellowship Hall Rental _____
 Kitchen Rental _____
 Excess Time _____

TOTAL DUE \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____ **(Due one full week prior to event)**

Payments **over \$100** must be paid with **cash, check or money order.**

Payable to: LCGS
 (Lutheran Church of the Good Shepherd)

Signature verifies applicant has read, understands, and will adhere to the GUIDELINES FOR USE OF PROPERTY AND FACILITIES and FEE SCHEDULE of The Lutheran Church of the Good Shepherd. Any violation of those guidelines will result in the termination of use and forfeiture of deposit and fees. All fees, deposits, security, and evidence of insurance are due one full week prior to use date.

APPLICANT SIGNATURE: _____

APPROVAL BY LCGS REPRESENTATIVE: _____

(Office use only)

Record of Payment

Payment Date	Amount	Cash Or Check	Receipt Number	Balance