# Information For Concerts/Recitals/Events At First Presbyterian Church

ROOM NEEDED_____

SPONSOR'S NAME/ORGANIZATION_____
PHONE_____FAX_____EMAIL_____

PERFORMER'S NAME_____
PHONE_____FAX_____EMAIL_____

DATE OF EVENT_____TIME OF EVENT_____
           END TIME FOR EVENT_____

WHAT TIME WILL YOU NEED TO ARRIVE THE DAY OF THE EVENT
(90 MINUTES BEFORE THE EVENT MAXIMUM)_____

REHEARSAL TIMES NEEDED BY ENSEMBLE_____
           SOLOIST_____


ANY OTHER SPECIAL NEEDS(example- *microphones, light setting)*
_____
_____
_____
_____

Please make an appointment 3-4 before your event to discuss set up.

Concerts and recitals must be booked 2 months in advance by completing this form. A signed and dated form reserves the space. Please be aware that in the event of a funeral of a member of FPC, the rehearsal and/or performance time may have to be altered to accommodate both events.


Basic charges are $95 for the sanctuary and $25.00 an hour facilities fee. (Charges begin with set up time, the time you arrive for the event and end after clean-up/reset is complete)


If tuning of piano or organ is needed, the tuning expense is the responsibility of the sponsor. The tuning of same must be done between the hours of 7:30-4:00 Monday-Thursday or 7:30-3:00 Friday. Tuning of piano or organ must be done through the tuners that First Presbyterian church uses on a regular basis. Please arrange the time for the tuning with Sue at the Church office several weeks ahead of time.

Application for Use of Facilities
First Presbyterian Church
512 SW Third St
Rochester MN

Today's date_____

Name of requesting Person/organization_____

Non-profit organization? ____Yes____No

Date(s) requested_____

Time of Event: From_____ To_____

If event requires set up when would you like to do it?_____

Nature of activity_____

Approximate number to be in attendance_____

Will you be bringing in any equipment(e.g. AV Equipment? _____

Person making request_____daytime phone_____

        Address_____evening phone_____

Signature_____Title_____

Fees:

Room Fee:_____

Kitchen fee_____

Custodial fee_____

Other_____

Total_____

**PAYMENT MUST BE MADE BEFORE YOUR EVENT**

Group Contact name and phone

_____


_____


**Please complete room Reservation/set up request form least 3 weeks before your event.**