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.