

Rental Application for Concerts in Sanctuary or Courtyard

Email this completed form to Office@fccpa.org to request your dates.

First Congregational Church of Palo Alto
1985 Louis Road, Palo Alto, CA 94303
(650) 856-6662 | www.fccpa.org

DATE OF APPLICATION _____

CONTACT INFORMATION

Organization: _____

Name of Responsible Party: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Non-Profit: No Yes If yes, FEIN # _____

EVENT INFORMATION

Type of Event(s): Concert Only Concert & Courtyard Reception
 Concert and Courtyard (no reception) Concert & Social Hall Reception

Facilities Needed: Sanctuary Courtyard Social Hall Kitchen
 Green Room (Choose one): Fellowship Room / Library

Setup Required (outside the Sanctuary 1-2 tables with 2-4 chairs): Yes No

Type of Reception: Seated (courtyard – 125 max) Seated (Social Hall – 230 max)
 Lite Refreshments (1-2 serving tables, no seating)

Will Alcohol be Served: No Yes – Liquor Liability Insurance Required

Expected # in Attendance: _____ # of Choral Performers: _____ Instrumentalists: _____

REQUESTED DATES/TIMES (all dates & times requested below are not confirmed until APPROVED)

*Please request dates as needed. Remember to include set-up, performance/rehearsal and clean-up time.

Day(s) and Date(s)	Type of Event (Concert or Rehearsal)	Arrival / Set-Up Start Time	Event Start Time:	Event End Time	Clean-Up End Time
	Concert				
	Rehearsal				
	Reception				

EXTRA ITEMS REQUESTED (Sanctuary only)

Grand Piano Organ

AV Requirements: Microphone(s) _____ (2 max.)

Audio Connection: No Yes

(Requires compatible device or an adapter with a 3.5 mm headphone jack)

FOR OFFICE USE ONLY

Application Approved by

FCCPA: YES NO

Date: _____

By: _____