

STARTING GROUNDS CHURCH

BUILDING USE REQUEST

Purpose of use: _____

Date of event: _____

Hours needed: _____

Building rental \$50 per hour with 2 hour minimum

Reserved time: _____ Event time: _____

of People attending event: _____

Coffee Bar open Yes No Hours needed: _____

Cost for 1 barista for 2 hours: \$50 (up to 25 people)

Cost for 2 baristas for 2 hours: \$100 (up to 150 people)

Beverage prices: \$1 each (to be paid at the end of event)

Space needed, i.e. sanctuary, conference room, etc.: _____

Sound system/lighting: Yes No _____

Cost for sound technician: \$50

Additional needs/requests: _____

Rooms/Set-up: _____

\$100 damage deposit is needed to reserve space for small events/showers (up to 50 people)

\$250 damage deposit for weddings/events (50+ people)

Damage deposit will be returned or shredded upon inspection of building minus any damage to property or furnishings.

Starting Grounds Wedding/Event Coordinator may be needed, depending on size and event needs.

Responsible Person requesting space:

Name: _____

Address: _____

Phone #: _____

E-mail address: _____

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- No movement of furniture without prior authorization and additional charges may apply.
- Only people trained and authorized by Starting Grounds are authorized to operate sound equipment, stage lighting or espresso machine.
- Please leave building in same condition as when you arrived.
- Activity sponsors agree to hold harmless the church, its board, staff and members should any injury, theft or loss occur.
- Responsible party agrees to reimburse Starting Grounds Church for any damage incurred to building or furnishings during event as determined by Starting Grounds staff.
- No smoking, drugs or alcohol allowed on church property.
- Total payment needs to be received two weeks prior to event.

FEES FOR BUILDING USE:

We have different wedding packages available from \$400-\$800 with details in our wedding brochure.

We also have space available for business meetings, conferences, showers, parties, recitals, concerts and events.

Building rental: \$50 per hour with 2 hour minimum
Coffee bar with barista(s): \$50-\$100
Beverages: \$1 each
Otis Spunkmeyer cookies: 3/\$1.00
Sound technician: \$50
Janitorial (if needed): \$50
Wedding/Event Coordinator (if needed): \$50-\$100
Coffee urn and carafes also available