

# Druid Hills Presbyterian Church Facility Use Application - Concerts

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## Contact Information

Date Submitted: \_\_\_\_\_

Organization / Business Name: \_\_\_\_\_

Organization / Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization / Business Website: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

Secondary Contact Email Address: \_\_\_\_\_

## Concert Information

Event Type: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

†Approx. Guest Attendance: \_\_\_\_\_ Number of Choral Members: \_\_\_\_\_

Concert Date: \_\_\_\_\_ Will you book with us again? yes no

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ \*Setup Time: \_\_\_\_\_ \*Breakdown Time: \_\_\_\_\_

Room(s) Requested: Sanctuary Converse Hall Parlor Choir Room Room 214 Room 216  
Room 218

Room Setup Needed? yes no Will food/beverages be served? yes no

Will you need: TV/DVD player Projector & Screen Lavalier(s)/Microphone(s) WiFi Code

Additional Items Available: Sound System & Equipment Piano Tuning

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**Do you have Liability Insurance?** \_\_\_Y \_\_\_N

(A copy of a Certificate of Liability Insurance, listing DHPC as additional insured for your event is required. If you do not have Liability Insurance, Liability Waivers must be signed by all event participants and submitted to the DHPC office within 30 days of approval of event.)

**Will your event be overnight and bring minors on our property?** \_\_\_Y \_\_\_N

(Minor waivers must be provided to the parents of each minor attending event, and must be submitted to the DHPC office within 30 days of approval of event.)

**Are you a nonprofit organization?** \_\_\_Y \_\_\_N **Will money be collected on Church Grounds?** \_\_\_Y \_\_\_N

### Information for You

1. Setup Time: When you need to gain access to the building. Breakdown Time: Time you expect to have fully vacated the property.
2. Light snacks and food being delivered is allowed in all rooms. If food needs to be prepared in our kitchen, DHPC's Chef must be used, and an additional fee for his/her services will be required. Beer, wine and champagne is allowed on campus, with prior approval.
3. For the use of our Sound System & Equipment (audio file recordings, use of microphones/portable sound system) an additional fee per day is required. If you would like for us to professionally tune our piano before your event, a fee of \$120 per piano will be required.
1. Any event occurring outside of the Office & Facilities Manager hours of 9:00am – 3:00pm will require the use of our Security Officer (Corps Security Services, Inc.), and an additional fee will be required. Please contact our Office & Facilities Manager for Security costs for your event.
2. Any event occurring on DHPC property will require that you have a greeter in the main lobby to escort your event members into the building, and direct them to the location of your event. Our office has controlled access entry doors to the front and rear of the building.
3. The Property & Administration Team, in conjunction with the Office & Facilities Manager, will review your request. The Property & Administration Team requires seven (7) business days to review a request. All final approvals are pending receiving your Certificate of Liability Insurance or Liability Waivers.
4. A Room Setup Diagram will be provided to you if you are in need of a specific setup. The Facility Use Policy will also be provided to you once your application is approved by the Ministry Support Team.
5. **Half of the cost of your rental is due within 30 days of approval of your concert and is nonrefundable if you cancel your event. The remaining balance is due no later than three weeks prior to your first rental date.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing above, I have agreed to all fees that will be billed to me upon approval of my application and I have read understood and agree to the policies set forth in this document and the Facility Use Policy.*

### OFFICE USE ONLY

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#### Fee Distribution

**Rental:** \_\_\_\_\_ **Damage Deposit:** \_\_\_\_\_  
**Security:** \_\_\_\_\_ **Cleaning:** \_\_\_\_\_  
**Sound Tech:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

#### Payment Dates

\$ \_\_\_\_\_ due by \_\_\_\_\_  
\$ \_\_\_\_\_ due by \_\_\_\_\_  
\$ \_\_\_\_\_ due by \_\_\_\_\_

#### Checks Received

Check #: \_\_\_\_\_ \$ \_\_\_\_\_  
Check #: \_\_\_\_\_ \$ \_\_\_\_\_  
Check #: \_\_\_\_\_ \$ \_\_\_\_\_