

Druid Hills Presbyterian Church

Concert Fee List

Facilities Use Fee	\$1,500
Dining Hall Rental Fee	\$500
Organist Fee	\$400 per concert/rehearsal
Piano Tuning Fee	\$120 per tuning
AV/Audio Technician	\$250 per concert and/or rehearsal time
Portable Sound System	\$100
Rehearsal Security	\$25 per hour (1 officer - 2hr min)
Concert Security	\$50 per hour (2 officers - 2hr min)
Valet Service	Fee based on need
Nursery Workers (2 required)	\$50 per hour
Cleaning Fee	\$180 – Sanctuary, Dressing Room, Main Floor Restrooms
	\$100 – Dining Hall and Restrooms
Setup/Breakdown	\$200 – Simple
	\$350 – Detailed
Security Deposit	\$500

NOTE: Fees listed above in **BOLD** are required. Additional fees listed are optional services that are available.

Music & Church Instruments:

- All music played in the Sanctuary by choral groups, bands or any other musical group must be approved by the Director of Music Ministries or the Organist. If any music is deemed inappropriate by the Director of Music Ministries or Organist, said piece must be removed from the musical lineup. Failure to do so may result in cancellation of the event booking at DHPC.
- All outside Organists must be approved by the Director of Music Ministries or the Organist.

Facilities Use Fee:

- This includes use of Sanctuary for one rehearsal date AND one concert date, one additional room to be used as the group's dressing/storage area on the day of the concert, and restroom accommodations (not to exceed 12 combined hours of rehearsal and concert time). Hours begin when Security arrives on site, and ends when Security leaves after your event.
- Any additional rooms needed will incur an additional facilities use fee.

Dining Hall Rental Cost

- This fee covers the cost for renting our Dining Hall (named Converse Hall) for your reception or rehearsal dinner. There are additional Security and Cleaning fees associated with this use listed above.

Organist Fee:

- DHPC requires that only our church Organist, or an Organist approved by DHPC is allowed to play the organ. If you'd like organ music, that request must be sent in no later than three months before your concert, and all music must be submitted at that time as well so that the Organist has time to review and practice.

Piano Tuning Fee:

- This fee covers the cost to hire our piano tuner to come in a tune the Sanctuary, Dining Hall OR Parlor piano. The fee listed above is per piano. Please note that our pianos are tuned regularly, and rarely need an additional tune.

AV/Audio Technician:

- This includes one lavalier mic, one solo standing mic, and one organist or pianist mic.
- The use of DHPC's audio technician is required if any part of our sound system is used in the Sanctuary.
- A robust portable sound system is available for your use. A solo mic with stand will be provided as well.

Druid Hills Presbyterian Church

Concert Fee List

Security Officer Fee:

- Security will be scheduled to arrive one hour before you are scheduled to arrive on site, and will stay one hour after you are scheduled to leave the property. Adhering to your scheduled arrival and departure times are essential. Any additional security hours used outside of the allotted times will be deducted from your Security Deposit.

Nursery Workers:

- DHPC has a full-service childcare center on our property, and we man our Nursery with their staff who have degrees in early childhood education, are CPR certified, and have gone through background checks and drug screenings.
- A minimum of two nursery workers are required to man the Nursery for safety purposes. Our Nursery is located on the main floor, and has a phone that can be used by staff in case of emergency.

Cleaning Fee:

- The fees are broken down based on the spaces that are used. Any additional rooms needed that are not listed above will incur an additional cleaning fee.

Setup/Breakdown Cost

- Simple Setup: This fee includes the complete removal of the chancel furniture, and adding additional pews and chairs into the Sanctuary for a maximum seating capacity of 400.
- Detailed Setup: This fee includes everything in a Simple Setup, in addition to the setup of our rizers for the chancel, projector and screen, and any choir chairs needed on the chancel. This also includes the setup of a reception space; either the Parlor OR Converse Hall

Security Deposit & Insurance:

- The security deposit must be paid at the time the event date is reserved. It is fully refundable within five (5) days from the date that the event was reserved. **The security deposit is non-refundable after five days from the date that the Rental Agreement was signed, even if your event does not occur as scheduled.** Your Security Deposit is fully refundable two weeks after your event, pending no abnormal wear and tear or damage was done to the facilities.
- A Certificate of Insurance deeming Druid Hills Presbyterian Church as additional insured for all rehearsal and concert dates is required, and a million aggregate is the minimum coverage required.
- Both the Security Deposit and COI are required to fully reserve your date(s).

All fees must be paid in full at least four weeks prior to the first rehearsal date.

By signing below, I hereby acknowledge that I have completely read and fully understand the Druid Hills Presbyterian Church Facility Use Policy and the Concert Fee List and will adhere to all policies and pay any and all fees in full within four weeks of my event date. I hereby take full responsibility of my actions and those of my vendors and event guests, and will pay for any damages done by anyone attending my event.

Authorized Signer: _____
(PRINT NAME) (SIGN NAME)

Date: _____