

# 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

NOTE: Rehearsals on Wednesdays are prohibited.

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 216  Room 218

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

Will Beer, Wine or Champagne be served?  yes  no

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

Additional Services Available:  Sound Technician (required if using sound system)  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.)

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

Beer, wine and champagne are allowed on the DHPC campus. All other forms of alcohol are prohibited. If you would like to have beer, wine and champagne served for your event, you have two options:

1. Hire a caterer that has a liquor license, who carries liquor liability and general liability insurance. Standard requested vendor amounts are 2 million aggregate in Liquor Liability and 1 million in Commercial General Liability. If a caterer is hired, then DHPC will need their insurance certificate on file.
2. If a caterer is not hired and you would like to pour yourselves, then you would need to purchase liquor liability insurance from your current insurance company.

**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. **NOTE:** Security will arrive one hour before your access time to do a walk-through of the property and open it up/turn lights on for your event. Access will not be granted before the agreed setup time.
2. Only bottled water is allowed in the Sanctuary. Catered food is allowed in the Parlor and Dining Hall. Beer, wine and champagne is allowed on campus, with prior approval, and Host Liquor Liability Insurance is required. This is usually included when you hire a caterer to provide beer/wine/champagne. You must purchase and provide all necessary insurance documents.
3. For the use of our Sound System & Equipment (audio file recordings, use of microphones/portable sound system) an additional fee per concert time 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.
4. All events will require the use of our Security Company, and an additional fee will be required. Please contact our Office & Facilities Manager for Security costs for your event.
5. The Office & Facilities Manager will review your request and requires three (3) business days to review. All final approvals are pending receiving your Certificate of Liability Insurance or Liability Waivers.
6. A Room Setup Diagram will be provided to you if you are in need of a specific setup.
7. **The Facility Rental Fee is due the day your event is booked and the contract signed, and is nonrefundable if you cancel your event. The remaining balance is due no later than four 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.*