

Maria Walker-Event Coordinator

maria@firstpresvisalia.org

559-732-8627



215 N Locust Street

Visalia, CA 93291

www.FPCVisalia.org

## Facility Rental Request

"We serve Christ by serving others"

**EVENT REQUEST** – Please complete the following information and return it to First Pres Visalia.

Today's Date \_\_\_\_\_

Name of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time(s) \_\_\_\_\_

Number of People Attending \_\_\_\_\_

|                  |           |                    |              |
|------------------|-----------|--------------------|--------------|
| Space Requested: | Sanctuary | Geneva Hall        | FP Courtyard |
|                  | Chapel    | Commercial Kitchen | FP Lounge    |

Contact Name \_\_\_\_\_ Name of Organization \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

I am responsible to notify the participants at my event that pictures/audio maybe taken and used by First Pres in its communications media. Initial here please \_\_\_\_\_

**I acknowledge that the First Presbyterian Church property is a smoke-free, drug-free and alcohol-free facility .**

### EVENT DETAILS

FP COURTYARD/ \_\_\_\_\_  
GENEVA HALL SETUP \_\_\_\_\_ Number of chairs \_\_\_\_\_ Number of round tables \_\_\_\_\_ Number of rect. tables \_\_\_\_\_

**AUDIO/VISUAL** A FP audio/visual technician will set up and operate any necessary equipment.

Sound check will occur 30 minutes before the event.

Customer MUST bring files on a thumb drive/laptop.

\_\_\_\_\_ Number of microphones needed

Additional Requests \_\_\_\_\_

**PROMOTION** This event is: Private Open to the public (doors open at \_\_\_\_\_ am/pm)

**METHOD OF PAYMENT:** Invoice Check Cash

501c3 Nonprofit Organization Yes No