National Presbyterian Church
Facility Use Request for Concerts & Events

Thank you for your interest in having a Concert or Event at the National Presbyterian Church (NPC). Please fill in the relevant sections below so that an accurate estimate of your Concert or Event can be prepared. Spaces and dates are limited and are available in coordination with NPC Ministries. Please complete and submit via e-mail to: Concert-Events@nationalpres.org. If there are additional details or questions related to your request, please include in your request submittal e-mail. Thank you!

For Wedding or Funeral Requests, please see NPC Website for further details.

SPONSORING GROUP INFORMATION (must be completed by all requestors)
Group Legal Name:__________________________________________________________
Website:_________________________________________________________________
Mailing Address:____________________________________________________________
Is the Group a 501(c)3 Non-Profit? Yes: ☐ No: ☐
Primary Contact Name:________________________________________________________
Primary Contact Phone Number:_______________________________________________
Primary Contact Email (other than e-mail used to submit request):____________________
Name of NPC Member/Ministry associated with this Concert, if any:____________________

CONCERT DETAILS (All Concerts occur in the NPC Sanctuary, capacity 1,244)
Public Name of Concert:_____________________________________________________
Is this an on-sale ticketed Concert? Yes: ☐ No: ☐
If Yes, please provide ticketing system for on-sale:________________________________
Will tickets be available for purchase at NPC on Concert Day? Yes ☐ No: ☐
Is this Request for a single or multiple Dates? Single: ☐ Multiple: ☐
Requested Date(s) of Concert(s):________________________ Alternate or added dates:____________________
Rehearsal or Set-up Date(s):__________________________________________________
Anticipated overall duration (setup/sound check/performance):____________________
Will the Concert be Recorded? No: ☐ Yes: ☐ [Audio? ☐ Video? ☐ ]
Will there be a pre-Lecture or post Reception? No: ☐ Yes: ☐ [fill out Event section below]

EVENT DETAILS
Name of Event:______________________________________________________________
Requested Date(s):__________________________________________________________
Room Preferences: Stone Hall (450) ☐ Garden Rooms A/B/C (48/33/48) ☐ Room 109 ☐ Room 209 ☐
Estimated Total Attendance: _________________________________________________
Start Time: __________________________ End Time: _____________________________
Room Setup (choose one): Audience Seating ☐ Banquet Rounds (6 Chairs ea.) ☐ Reception (High Tops + Banquets ☐ Meeting Square/Rectangle. ☐ Other (describe) ____________________________

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OTHER DETAILS
AV Support (check all that apply): Handheld Mic: ☐ Lapel Mic: ☐ Lectern & Mic ☐ Presentation Video Screen: ☐ PowerPoint Presentation: ☐ Speaker Stage (8x8) ☐ Flip chart with Markers ☐ Beverage Service (Coffee Station or Water Station) ☐ Quantity ____________________

Production Support (check all that apply): Choral Risers: ☐ Choir Size Click to enter number. Musician Chairs & Stands ☐ Orchestra Size: ______ Organ ☐ Piano ☐ Choir Room (warmup) ☐ Guest Artist Room ☐ Front of House Tables ☐ Other (specify) ____________________