

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) _____

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) _____