

**National Presbyterian Church**  
**Facility Use Request for Concerts**  
[Please use other form for Events]

Thank you for your interest in having a Concert at the National Presbyterian Church (NPC). Please fill in the relevant sections below so that an accurate estimate of your Concert 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](mailto: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!

**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, max overall 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 Concert Dates? Single:  Multiple:

Requested Date(s) of Concert(s): \_\_\_\_\_ Alternate or added dates: \_\_\_\_\_

Requested Rehearsal Date(s): \_\_\_\_\_

Anticipated Concert Duration (Warm up/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]

Choir Size? \_\_\_\_\_ Orchestra Size? \_\_\_\_\_

**OTHER DETAILS**

Pre-Concert Lecture? Yes:  No:  Estimated Attendance: \_\_\_\_\_

Post-Concert Reception? Yes:  No:  Estimated Attendance: \_\_\_\_\_

Beverage Service? (NPC Offers Coffee or Water Stations) Yes:  No:

Outside Catering? Yes:  No:

Production and AV Support (check all that apply): **Organ**  **Piano**  Conductor Mic (Handheld):

(Lapel):  ; Sound System for Instrumental Amplification  Presentation Video Screens (2)  Choral

Risers  Empty Chancel (Choir in Transepts and/or Choir Loft)  Musicians Chairs  Music Stands

Choir Holding Room  Guest Artist Room(s)

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**EVENT DETAILS**

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

Nature of Event: Meeting  Banquet  Reception  Activity  Class

Requested Date(s): \_\_\_\_\_

Estimated Total Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Break-Out Rooms? Yes:  No:

Room Preferences (check all that apply): Stone Hall (450)  Garden Rooms A/B/C (48/33/48)  Room 109  Room 209

Room Setup (choose one): Audience Seating  48" Banquet Rounds (5 or 6 Chairs ea.)  Reception (High Tops + Banquets  Meeting Square/Rectangle.  Other (describe) \_\_\_\_\_

Beverage Service (NPC Coffee Water Station)? Yes:  No:

Catered? Yes:  No:  If Yes, please indicate catering preference: \_\_\_\_\_

**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  Musicians Chairs & Stands  Piano  Sign-in Tables  Other (specify) \_\_\_\_\_