

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. 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: ☐

Requested Date(s) of Concert(s): _____ Performance Start Time: _____

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? _____ Risers? No: ☐ Yes: ☐ Orchestra Size? _____

OTHER DETAILS

Pre-Concert Lecture? Yes: ☐ No: ☐ Estimated Attendance: _____

Post-Concert Reception? Yes: ☐ No: ☐ Estimated Attendance: _____

Beverage Service? (NPC Offers Coffee Stations) Yes: ☐ No: ☐ Outside Catering? Yes: ☐ No: ☐

Production and AV Support (check all that apply): **Organ** ☐ **Piano** ☐ Conductor Microphone ☐ ; Sound System for Instrumental Amplification ☐ Projection (5 Screens) ☐ Choral Risers ☐ Empty Chancel (No Risers) ☐ Musicians Chairs (up to 47) ☐ Music Stands (up to 47) ☐ Guest Artist Room ☐ (Qty _____)
Choir Holding Room (Capacity needed _____) ☐

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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: ☐ Number needed if yes: _____

Room Preferences (check all that apply): Stone Hall (450) ☐ Garden Rooms A/B/C (48/33/48) ☐ Room 109 (25) ☐ Room 209 (25) ☐

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: ☐ NPC has two preferred caterers but allows other caterers upon request. If Yes, please indicate catering preference: Full Service: ☐ Drop: ☐

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) _____