



FACILITIES USE APPLICATION FORM

1040 Calle Negocio, San Clemente, CA 92673
Phone: 949-388-0114 / Fax: 949-493-0971
Website: communityoutreachalliance.com
Email: corrie@talegachurch.com

PLEASE PRINT CLEARLY

Today's Date: _____ Name: _____

Phone #: _____ Email: _____

Organization: _____

Organization Type: Non-Profit Business Private/Family

School Other: _____

Which facility are you interested in renting? The Venue Sanctuary

Date of Event: _____ Name of Event (if applicable) _____

Please give a brief description of your event:

Estimated number of Attendees: _____

Beginning time of event: _____ Ending time of event: _____

Prep beginning time: _____

***Carefully consider the time you need to decorate, set up, prepare, etc. You will be allotted 1 hour (which is included in the rental fee) to set up.

***A half hour is allotted to clean up. Additional fees apply if you go over the half hour after your event ends.

Please list any special or specific needs you have for your event:

(Audio, video, lights, etc.)

RENTAL FEES:

The Venue

\$200/hr. for Non-profit groups

\$275/hr. for Profit groups

Amenities (Included in rental fee)

- *Sound System
- *Video projection
- *Prep Kitchen
(Sink, Refrigerator, prep tables)
- *12 round tables (seat 7 comfortably)
- *8 Banquet/Serving tables
(5 - 6ft. long / 3 - 5ft. long)
- *Chairs
- *1 Glass drink dispenser (3 gal.)
- *1 Coffee maker (Makes 60 cups)
- *Custodial services after event

Sanctuary

\$75/hr. for Non-profit groups

\$100/hr. for Profit groups

Amenities (Included in rental fee)

- *Sound System
- *Video Projection
- *Prep Kitchen
(Sink, Refrigerator, prep tables,
microwave, cooking utensils)
- *Chairs
- *1 Glass drink dispenser (3 gal.)
- *1 Coffee maker (Makes 60 cups)
- *Custodial services after event

Deposits:

\$100 for Non-profit groups

\$200 for profit groups

***Due when event date is confirm by TLC Event Coordinator and to hold your event date

\$250 damage deposit

***To be refunded after event

Minimum Rental Use:

-2 hour minimum

-1 hour set up time included in facility rental fee

-1/2 hour clean up time included in facility rental fee

-**\$50 per 15 minutes** overtime charge

Please Sign and return to Talega Life Church via email/mail/or office drop off.

Print Name

Signature

Date