



FACILITIES USE APPLICATION FORM

1040 Calle Negocio, San Clemente, CA 92673

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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 Hall

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 TLC Ministries via email/mail/or office drop off.

Print Name

Signature

Date