

# New Life At Calvary (NLAC)

## Special Event Information



Praise God you are interested in having your Special Event at New Life At Calvary. Our hope is that we can assist you with your Baby Shower, Birthday Party, Anniversary Celebration, Concert, or other Special Event. Every event has requirements. To have any type of event at NLAC we require everyone (Covenant Partners and Non-Members) to do the following:

1. Complete the facilities application form and secure your date(s). Put your deposit down (See fee list).
2. Work with a NLAC Staff member to make sure your event needs are met.
3. Please remember that there are fees associated with every event at NLAC. We have fees for Active Covenant Partners and non-members. Active Covenant Partner fees are usually at a discounted rate, but there are still fees associated with each event. You cannot decide to become a Covenant Partner just to get the discount. Non-Active Covenant Partners will be required to pay the non-member fees unless special approval is given by Session.
4. Our Session approves every event, including Special Events. Please submit your information in a timely manner. If you are using your own cooks for your event those persons must be listed in this packet.
- 5. You will be charged a fee for damages incurred to the Church property during your event.**

### Please know that the following rules apply to all:

1. No alcoholic beverages, drugs, marijuana, or any illegal products are to be brought into, or used on the premises. Please inform your guests not come to our church high or drunk.
2. No unruly behavior, fights, cursing, or any types of violence are acceptable and will not be tolerated. We will call the police.
3. You are responsible for providing all your own supplies, plates, napkins, forks, spoons, cups, tablecloths, etc.
4. During Covid: The Sanctuary accommodates 200 people. The Fellowship Hall Accommodates 70 to 75 people. The Gym accommodates 100 people.
5. All kitchen crew members must use gloves, wash, and sanitize hands, wash and clean all church items used and return those items to the original location and provide the proper sanitation when cooking and preparing food. Please store food as recommended.



## Special Event Information

Name: \_\_\_\_\_

(Check One) \_\_\_\_\_ Active Covenant Partner \_\_\_\_\_ Non-Active Covenant Partner \_\_\_\_\_ Non-Member

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### Events You Are Having at NLAC

- Birthday Party
- Baby Shower
- Anniversary Celebration
- Other: \_\_\_\_\_

### Rooms You Are Requesting

- Sanctuary
- Gym or Garden
- Fellowship Hall
- Kitchen
- Chapel

### List of Fees:

#### Active Covenant Partner Special Events

- \$100.00 Deposit (Required to secure date)
- \$25.00 Housekeeping Fee (Required)
- \$50.00 Sanctuary and Gym Fee
- \$19.00/hour Security Fee/Person\*
- \$50.00 Fellowship Hall and Kitchen
- \$50.00 Gym (or Garden) and Kitchen
- \$ \_\_\_\_\_ Total**

#### Non-Member Special Events

- \$100.00 Deposit (Required to secure date)
- \$25.00 Housekeeping Fee (Required)
- \$500.00 Sanctuary (Required)
- \$19.00/hour Security Fee/Person (Required)
- \$350.00 Fellowship Hall and Kitchen
- \$350.00 Gym (or Garden) and Kitchen
- \$ \_\_\_\_\_ Total**

The normal use for an event is 4-5 hours.

Tables and Chairs: I/We will need to use approximately \_\_\_\_\_ tables and \_\_\_\_\_ chairs

Are you cooking your own food for your event? If yes, who is your designated kitchen crew?

Name(s): \_\_\_\_\_

**Who is responsible for making payments?** \_\_\_\_\_

**Total Cost of The Event:** \_\_\_\_\_

*(Deposit is required to secure your date and is not refundable. You may receive an additional bill if damages occur to any church property.)*

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Payments: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

*I/We agree and state that I/We have read and thoroughly understand the requirements set forth governing the use of church property and that I/We do accept full responsibility and will comply with all requirements as they apply to My/Our use of said property, including paying for any damages.*

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_