

Nourishing Spirits Center

NSC intake representative, initial here: _____

ONE-TIME EVENT Request Intake Form

Your name: _____

Organization: _____

Address: _____

Cell Phone: _____

Email: _____

Title/Type of Event: _____
Event Date: _____
Length of event (itself): _____ hour/s
Rental Hours (including set-up and clean-up time): From _____ am / pm to _____ am / pm
Estimated number of guests: _____ (Max. 100)
Delivery / other vendors: _____
Additional Event Details:

FEES

\$ _____ Rental Fee

\$ 250 Damage Deposit (Refundable based on terms and conditions; check will be held without cashing)

[\$ 20] Key deposit (as needed for evening or weekend events; deposit returned upon return of the key)

\$ _____ Requested set-up and tear-down of onsite furniture (total from reverse side)

\$ _____ **Total cost** (50% due at signing; 50% due one week prior to your event)

Payable via check or credit card only; make checks payable to
St. George's Episcopal Church; please write "NSC" on the memo line

INSURANCE

You must provide proof of liability insurance (see p. 2 of the Facilities Usage Agreement). Please check below the means by which you have done so:

_____ I have attached a certificate of insurance, from my business or homeowner's policy, including an Additional Insured Endorsement naming "St. George's Episcopal Church"

_____ I have purchased a Tenant Users Insurance Program ("TULIP") policy online, naming the Episcopal Diocese of Los Angeles and St. George's Church as the event venue

By signing below, you acknowledge that the above information is correct; and that you have read, accept, and agree to abide by the fee amount and schedule stated above, and the terms and conditions outlined in the attached Facilities Usage Agreement.

Your name

Date

For further information, please contact Anthony Keller at (818) 790-3323 or info@nourishingspirits.center

AVAILABLE FURNISHINGS AND SUPPLIES

Cost

_____ Conference Set-up: Includes large wooden conference table,
up to 8 padded side chairs (folding chairs can be added),
and 4' x 8' reversible whiteboard on stand (BYO markers)

_____ A-V equipment and set-up; flat fee for all checked requests:

- ___ Projector (BYO laptop and connecting cables; projector accepts HDMI)
- ___ DVD player
- ___ Largest screen (floor-up)
- ___ Large screen (on tripod)
- ___ Large speakers on tripod poles
- ___ Bluetooth speaker
- ___ Microphone

Cost

Requested

_____	_____	Coffee and tea supplies (First pot, supplies are on us, but you make it; charge for more than one pot/ten cups)
_____	_____	* Snacks set-up: Includes paper plates/napkins, plastic cups/utensils (BYO snacks, tablecloths; no alcoholic beverages permitted)
_____	_____	8' rectangular folding tables, seat up to 10
_____	_____	4' round folding tables, seat up to 8
		Table rentals come with chairs; no charge for chairs only:
N/C	_____	Padded folding chairs
N/C	_____	Unpadded metal folding chairs
N/C	_____	Wooden lectern
N/C	_____	Black metal music stand/s
N/C	_____	Aluminum easel/s (BYO flip chart pad)

\$ _____

TOTAL COST for set-up and tear-down

** Note: The kitchen is not set up for full service of meals, it can only accommodate simple snacks and beverages*