



First Presbyterian Church of Oakland  
 2619 Broadway, Oakland, CA 94612  
 (510) 444-3555  
[www.firstchurchoakland.org](http://www.firstchurchoakland.org)  
 510 488 3810 or [chris@firstchurchoakland.org](mailto:chris@firstchurchoakland.org)

# RENTAL APPLICATION

**Date and Event:**

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**Setup Date and Time:**

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**Rental Start:**

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**Rental End:**

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**Contact Person:**

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**Phone:**

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**Mailing Address:**

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**Email:**

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**# of People:**

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**Checklist for Renter:**

- Fill out Application with room setup**
- Pay Deposit (50% total fee)**
- Sign Rental Agreement**
- Submit Proof of insurance**  
[www.eventhelper.com](http://www.eventhelper.com)  
[www.specialeventinsurance.com](http://www.specialeventinsurance.com)
- Pay Balance (20 days prior)**
- Receive damage deposit in mail within 15 days following event**

**NOTE: The rental cannot be placed on the church calendar until application and 50% deposit received.**

**I am requesting the use of the following space(s)**

- Fellowship Hall     Sanctuary     Other: \_\_\_\_\_
- Reception Room     Session Room    \_\_\_\_\_

**If renting Fellowship Hall:**

Do you want the stage cleared for a head table?     Yes     No  
*Note: \$100.00 fee applied to having the stage cleared.*

Do you need a dance area cleared?     Yes     No

**If renting the Sanctuary:**

Do you plan to use any of our instruments?     Yes     No  
*Note: Guest organists are required to speak with the resident organist by contacting the office.*

Do you need the choir wall removed?     Yes     No  
*Note: \$100.00 to have the choir wall removed.*

Do you need the pulpit area cleared?     Yes     No  
*Note: \$50.00 fee applied to having the pulpit cleared.*

# Building Use Fees

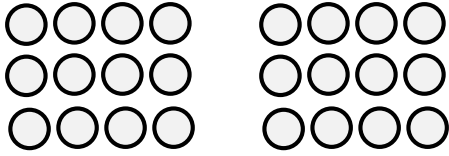
*All groups & individuals must provide a liability insurance certificate showing First Presbyterian Church as Additional Insured. All events must end by 11:00 p.m.*

<b>Desired Room</b>		<b>Rate</b>	<b>Hrs/Qty</b>	<b>Total</b>
<b>Sanctuary</b> <i>600 seating</i> <i>Session Room included</i>	<b>(3 hour minimum)</b>	<b>\$ 900.00</b>		
	<b>Additional Hrs</b>	<b>\$ 150.00</b>		
	<b>Refundable Deposit</b>	<b>\$ 500.00</b>		
	<b>Weekday Rehearsal Hours</b>	<b>\$ 50.00</b>		
	<b>Weekend Rehearsal Hours</b>	<b>\$ 100.00</b>		
	<b>Clear Chancel Furniture</b>	<b>\$ 50.00</b>		
	<b>Remove communion table</b>	<b>\$ 50.00</b>		
	<b>Instrument Usage Fee</b>	<b>\$ 50.00</b>		
<b>Total</b>				
<b>Fellowship Hall</b> <i>210 banquet + dance area</i> <i>240 banquet</i> <i>400 lecture</i> <i>Kitchen included</i>	<b>(3 Hour minimum)</b>	<b>\$ 900.00</b>		
	<b>Additional Hrs</b>	<b>\$ 150.00</b>		
	<b>Refundable Deposit</b>	<b>\$ 500.00</b>		
	<b>Total</b>			
<b>Reception Rm</b> <i>80 banquet</i> <i>100 people lecture</i>	<b>(3 Hour minimum)</b>	<b>\$ 600.00</b>		
	<b>Additional Hrs</b>	<b>\$ 100.00</b>		
	<b>Refundable Deposit</b>	<b>\$ 300.00</b>		
<b>Total</b>				
<b>Session Rm</b> <i>25 people</i>	<b>(3 Hour minimum)</b>	<b>\$ 300.00</b>		
	<b>Additional Hrs</b>	<b>\$ 50.00</b>		
	<b>Refundable Deposit</b>	<b>\$ 200.00</b>		
<b>Total</b>				
<b>Nursery</b>	<b>(3 Hour minimum)</b>	<b>\$ 150.00</b>		
	<b>Refundable Deposit</b>	<b>\$ 200.00</b>		
<i>(Not needed if renting other space)</i>				
<b>GRAND TOTAL</b>				

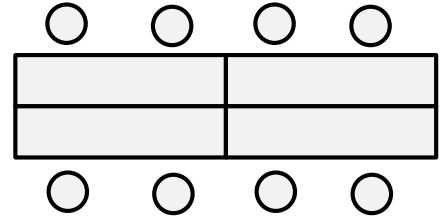
# Room Setup Configuration

*For all rooms other than the Sanctuary, please see "room setup configuration" below.*

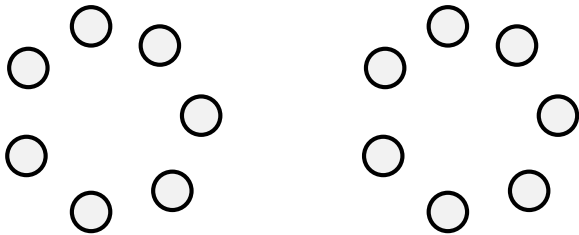
## Theater Style Seating



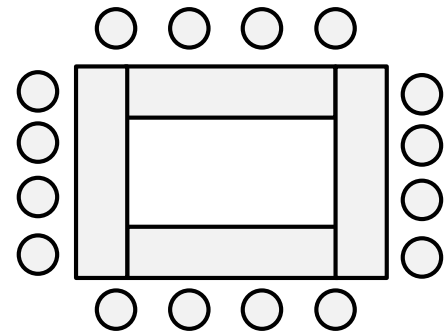
## Conference Style



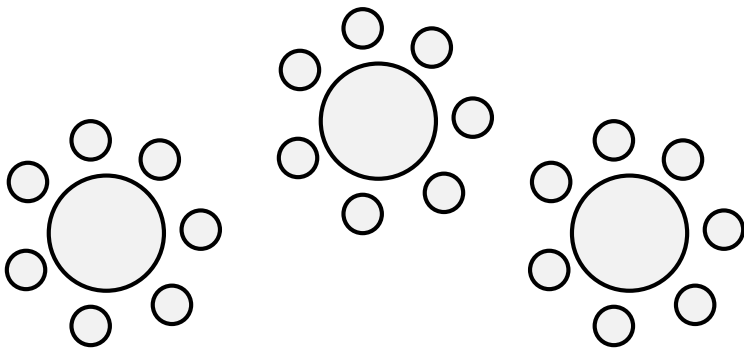
## Chairs in Circle



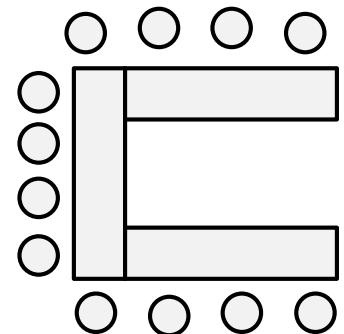
## Hollow Square



## Banquet Style



## U Shape



### Estimate of Tables & Chairs Available

29 (60 inch) round tables (seats 8)  
10 (8 foot) rectangular tables (seats 8)  
Chairs 300

**Fellowship Hall:** 240 banquet, 400 lecture, 210 dance

**Reception Room:** 80 banquet; 100 lecture

**Session Room:** 25 lecture

**Sanctuary:** 530 main floor; 160 transepts; 50 balcony

**Off Street Parking Spaces:** 41 (1 handicap)

**Use this space to write or draw the room set up desired.**

*If applicable, where do you want the food tables? No masking tape or duct tape may be used*

*on church flooring. DJs and other vendors must use Gaffer Tape only.*

*Contact for set up day of event: Gus Lopez, 510 290 9677*

*Special instructions below:*

Name and Event: \_\_\_\_\_

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

Requested Room: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_