

Reception ROOM

Celebrations • Meetings • Community Events

First Presbyterian Church 2619 Broadway Oakland CA 94612
 firstchurchoakland.org 510.488.3810

Contact: events@firstchurchoakland.org

About you and your event:

What is the name of your event?

Who is the event organizer?

Name: _____

Telephone: _____

Address: _____

Email Address: _____

When is your event?

Date: _____

Times

start set-up: _____

finish clean-up: _____

- One hour is the minimum rental length for this space
- All events must be concluded and cleaned up by 11 pm.
- The time needed for you to decorate and set up your event must be included in the length of your event.
- Tables and chairs provided by First Church will be set up for you prior to the start of your event.

In addition to the Hall, which spaces will you need?

- Kitchen
- Courtyard
- Session Room

How would you like the room set up?

- 1. Presentation/lecture
- 2. Recital/rehearsal
- 3. Meeting/Banquet A
- 4. Meeting/Banquet B
- 5. Other

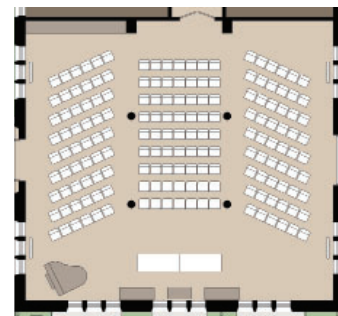
How many guests will you have? _____

- First Church can provide a microphone & speakers for public address, a projection screen and TV. Additional audio/visual equipment must be provided by others.
- The kitchen may be used for warming, cooling and food preparation, but not for cooking. Refrigerator use is provided.

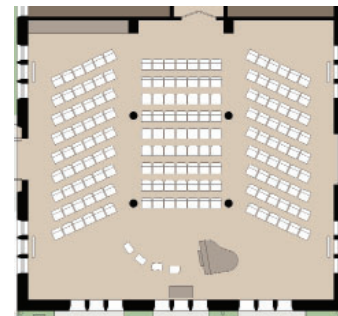
Rates & Requirements:

- \$150 per hour, three hours minimum.
- \$500 refundable damage deposit is required for a reservation.
- Proof of \$1M insurance is required for party hosts and other service providers. Insurance can be purchased at: specialeventinsurance.com or insureaparty.com

1. Presentations & Lectures

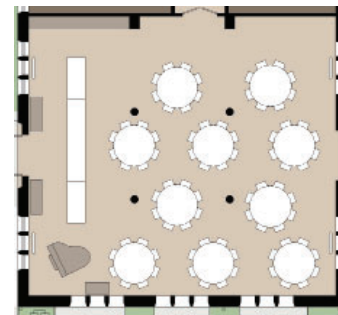


2. Rehearsals & Recitals

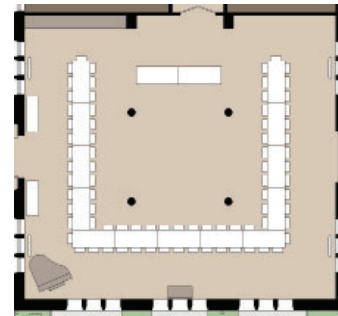


- Seating for up to 110 can be provided for presentations, lectures, large choral rehearsals and small recitals.
- Speakers, microphone, projector & screen, and large TV are all available.
- Courtyard can accommodate breaks and intermissions.
- Room comes with baby concert grand piano.
- Hospitality area includes catering counter, refrigerators and coffee/tea service.

3. Meetings & Banquets A



4. Meetings & Banquets B



- Seating for up to 80 can be arranged with either round or long tables.
- Nearby kitchen can be used for warming, cooling and food prep.
- Hospitality counter provides beverage service, catering space.
- Courtyard and lawn can be used for overflow space.