

# FELLOWSHIP HALL

## Concerts • Celebrations • Community Events

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

Contact: [events@firstchurchoakland.org](mailto: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: \_\_\_\_\_

- Three hours is the minimum rental length for Fellowship Hall.
- 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
- Stage

### How would you like the room set up?

- 1. Presentation/Performance
- 2. Banquet with Dancing
- 3. Banquet
- 4. Other

How many guests will you have? \_\_\_\_\_

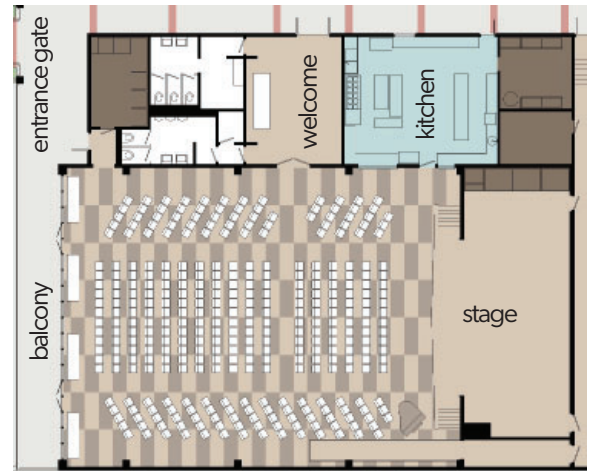
- First Church can provide a microphone & speakers for public address and a projection screen. Additional audio/visual equipment must be provided by others.
- The kitchen may be used for warming, cooling and food preparation, but not for cooking. Refrigerator use is provided.

### Rates & Requirements:

- \$300 per hour, three hours minimum.
- \$1,000 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](http://specialeventinsurance.com) or [insureaparty.com](http://insureaparty.com)

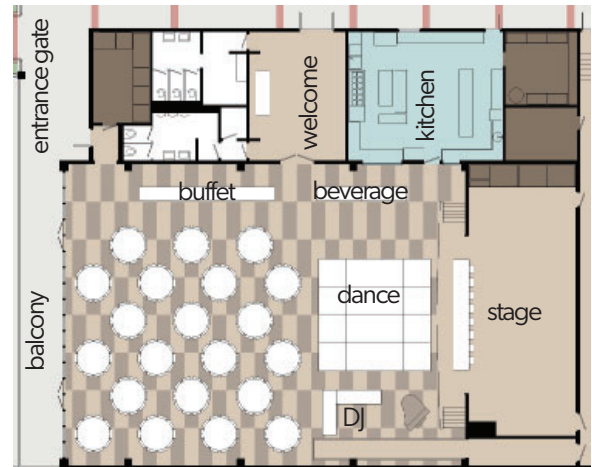
### 1. Presentation/Performance

- Seating can be provided for up to 400
- Stage can accommodate lectures, recitals, concerts, drama
- Courtyard can accommodate intermission



### 2. Banquet with Dancing

- Table seating can be provided for up to 200
- Room for DJ, band, dance floor and buffet tables
- Courtyard can accommodate overflow



### 3. Banquet

- Seating can be provided for up to 256
- Stage can accommodate presentations, music
- Courtyard can accommodate overflow

