



**Sanctuary Reservations
Celebrations
Meetings, Events**

2619 Broadway Oakland CA 94612
firstchurchoakland.org
510.488.3810

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 the Sanctuary.
- All events must be concluded and cleaned up by 11 pm.
- Set-up and clean-up times can be negotiated separately.
- First Church can provide microphones & speakers for public address. Additional audio/visual equipment must be provided by others.

Do you need to use the church's musical instruments?

- Separate instrument use fees are charged per instrument

- 1. Rosales Opus 16 pipe organ
- 2. Steinway grand piano
- 3. Harpsicord
- 4. Hammond electric organ

Do you need participation by church staff?

- Participation of church staff in your event is a separate application and subject to availability.

- 1. Pastor (wedding, memorial)
- 2. Music Director (keyboard instruments)

Rates & Requirements:

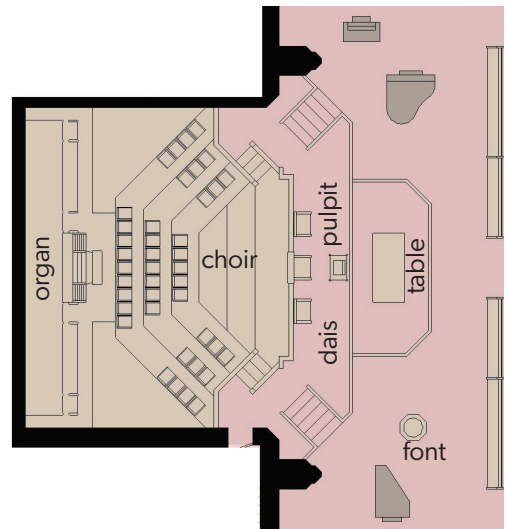
- \$350 per hour, three hours minimum.
- \$1,000 refundable damage deposit is required for a reservation.
- Proof of \$1M insurance is required for party hosts and other service providers. Insurance can be purchased at: specialeventinsurance.com or insureaparty.com

How would you like the Chancel set up?

- 1. Religious service, wedding or memorial
- 2. Public Address, community event
- 3. Choral concert
- 4. Choral concert with orchestra
- 5. Band concert
- 6. Other

How many guests will you have? _____

Set-up instructions: _____



Do you need spaces in addition to the Sanctuary?

- 1. Session Room (Green Room)
- 2. Courtyard
- 3. Reception Room (Dressing Room)
- 4. Fellowship Hall (large receptions)

