

Bethel United Church of Christ Facility Use Form
(for non-members)

536 N. Euclid Ave, Ontario, CA 91762

(909) 984-9111 ♦ events@betheluccontario.com ♦ www.betheluccontario.org

Contact Name: _____ Organization/Group: _____

Address: _____

Best Phone: _____ Email: _____

Description of Event: _____

Date of Event: _____ Rehearsals (if applicable): _____

Time of Event (including set-up and clean-up): from _____ to _____

Number of people expected to attend _____ Age range _____

RENTAL FEES (☑ = required):

- Date Hold Deposit \$150 (due upon booking, non-refundable, applicable to total rental fees)
- Security Deposit \$100 (refundable within 30 days of event upon satisfactory completion of contract) All facilities to be left clean and in the same configuration as when found. Renting group responsible for any & all damages. Insurance certificate may be required, depending upon the event. Full payment of all fees and deposits required 10 days in advance.
- ___ Sanctuary \$200 (for up to 2 hours inclusive. Additional time @ \$75/hr)
- ___ Parlor (no kitchen) \$100 (for up to 2 hours inclusive. Additional time @ \$50/hr)
- ___ Parlor w/Kitchen \$125 (for up to 2 hours inclusive. Additional time @ \$50/hr)
- NON-COMMERCIAL USE ONLY – Must Furnish own pots/plates
- ___ Catacombs (basement) \$200 (for up to 2 hours inclusive. Additional time @ \$75/hr)
- On Site Staff Fee \$75 (Wedding Hostess or Event Coordinator - for up to 2 hours inclusive. Additional time @ \$30/hr)
- Custodian Fee \$65 (for advance prep and routine follow-up – does not cover extra cleaning if facilities are not left clean – see above re deposit)
- ___ Piano Tuning/Use \$50 simple use fee if not Bethel Staff. \$150 if new tuning required (2 week notice required to schedule tuner). Renter responsible for any damage caused during use.
- ___ Sound System \$30 minimum use fee. Operator must be trained and authorized. If Bethel personnel is required, may be subject to fee for service.
- ___ Projector \$25 Projector use requires user provided laptop with adequate system/display options. Current access available only from close proximity to projector. User must be trained by Bethel personnel.

No copy machine is available. Users must provide your own copies/programs , etc. Some graphics/program design services, etc. may be available from Bethel staff if needed, but must be arranged for in advance. (Fees to be determined per need).

___ **Other:** (@ \$50/hr.) _____ (additional use, etc.) description_____

___ **Officiating Pastor:** \$200 minimum honorarium (*for Wedding/Memorial*) Fee to be provided directly to minister prior to event date. All arrangements are to be made directly with Pastor for counseling/service planning, etc.

___ **Musicians:** Available on an “as needed/as available” basis. Fees to be determined and may be paid directly to musicians if they so request (usually a minimum of \$125 - \$150 per musician). Must be paid according to agreement with musicians, but in any event, no later than **prior** to the beginning of the event.

SPECIAL NOTE: Wedding packages include additional use of facility for rehearsal of up to 1 hour at a date and time to be determined by participants and minister.

Other “Packages” (which may include some consolidation of rental fees) may be designed in consultation with Event Coordinator, Sandy Gunn or other authorized Bethel representative. Email: events@betheluccontario.org

Notes/Details:

Total Estimated Charges _____ **Deposit paid** _____ **Date** _____

Final Pmt. (Required 10 days in advance). **Received** _____ **Date** _____

Bethel Rep. Signature _____ **Date** _____

Print Bethel Representative Name _____ **Title** _____

Agreed to by _____ **Date** _____

Print Name _____ **Title** _____

Organization _____

Phone _____ **Email** _____