

United University Church/ EVENT CONTRACT/INVOICE

817 West 34th Street Los Angeles, CA 90089
Office: (213) 748-0209 FAX: (213) 748-5531

UUC *FACILITY* RENTAL

Send invoices to: **NAME:** _____

Organization Name: _____

Address: _____

Contact Information: _____ **Cell/ Email** _____

Event Date: _____

Start Time: _____ **End Time:** _____

Circle One: Rental Area:

Sanctuary

Fellowship Hall

Peace Center

Fellowship Garden

Purpose Event:

Reception: No Yes

- Moulton Hall Gallery (\$65.00)
- Peace Center (Green Room) (65:00)
- Fellowship Garden (\$65.00)

Notes: Special Set-up required:

Should you damage any property during production, you agree to have it repaired or replaced, or to pay the UUC to repair or replace it.

Please read information on back of this form:
Sign Below indicating you have read and agreed.

_____ sig.

INVOICE/ TOTAL FEES
UUC TAX ID #: 95-3775859

Start Time: _____

End Time: _____

Total Hours: _____

x \$75 hr: _____

+ 10 % Admin. Fee: _____

+ Reception Fee \$65.00: _____

TOTAL DUE: _____

SCHEDULING: Your event will NOT be placed on the formal events calendar until all non-refundable fees are paid. If your event is cancelled for ANY reason, the fees you paid will NOT be refunded. However, you may POSTPONE your program to a date within four months of the original date without incurring new charges.

Stage Management: You are renting space ONLY. The church does NOT provide stage management services.

YOU MAY NOT: (a) Sell tickets; (b) Smoke on church premises; (c) Serve alcoholic beverages on church premises; (d) Move the pews in the sanctuary; (e) Move the organ; (f) Allow your guests to consume food or drink in the sanctuary.

Security: One of the church's security staff persons will arrive at the set-up time you indicate above. This person will be charged to open the facility, remain present to assist with emergencies and to ensure that all operations are consistent with fire codes. Also, this person will close the facility at the "Time Out" hour you indicated on your contract. You will be charged \$45.00/per half-hour (in half-hour increments), if the security person must remain beyond the time you indicate ON FORM. This person will NOT clean up after you or your guests, nor will this person act as a stage manager!

Reservation Cancellation Policy: No Refund for Cancellations!!! Cancellation of Event/Recital will result in the loss of payment/deposit. Changes to reservation are allowed – Changes made one (1) week before on the day of event renter will incur a \$25.00 penalty/fee. Change of date and time is allowed if the date and time is available – without charge.

Clean Up is YOUR responsibility: Schedule enough time for you or a friend to move through the pews of the sanctuary to pick-up any trash left behind by your guests (programs, tissues, etc.) at the conclusion of your program.

Receptions: If you hold a reception in the Moulton Hall Gallery (either before or after your program), you **MUST** remove everything you brought with you and ALL trash (there are dumpsters across the street). The security person **WILL INSPECT** the facility at the conclusion of the evening. Again, you will be charged additional fees, if security personnel must remain beyond the stated "Time Out" while you clean up behind your guests.

Use of Organ: IS NOT ALLOWED!!! The church maintains an excellent Rodgers pipe organ with 104 speaking stops. It is a combination of the church's original acoustic organ and modern electronic additions, making it a unique, inspiring instrument. It is available for RENTAL PROVIDED A TRAINED PROFESSIONAL IS APPROVED. For details and introduction. There is an additional fee to play the organ.

Concert/Recital Set-Up: The setting up -- and the removal -- of music stands, chairs, moving the piano, installation of risers, etc. is the responsibility of the renter. **PLEASE NOTE:** The church has approximately 15 chairs and 15 stands. If you require more than the listed number, you are responsible for obtaining these. Music Operations does NOT provide additional chairs and stands to the church sanctuary.

Recording Services: The church does NOT provide recording services. You must closely supervise any vendor hired, and you are responsible for any damage they cause.

Parking: Your guests may NOT park in the church's parking lot during the work week (Monday– Friday) . All of our parking spaces have been leased to our building's tenants. Please contact the USC Transportation Services Office: (213) 740-4545. They can arrange for your guest to park in Lot M, next door, behind the University Religious Center. Recital scheduled on weekends are free to park on a first in policy—to reserve the parking lot for your event—prior arrangements must be made with the UUC office—\$150.00 for 4 hrs.

Other: The Church is NOT responsible for lost or stolen property/valuables left anywhere in the UUC building or on our premises. It would be wise to leave your personal valuables at home.

Duane Davidson, Administrator
United University Church (UUC)
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