

ST. MARK'S PERFORMANCE SPACE FACILITY REQUEST

(Form for Community Groups)

Date of Event: _____ **Performer Name:** _____

Contact Person: _____ **Email:** _____

Address: _____ **Cell Phone:** _____
Mailing Address required for refundable deposits

Type of Event: _____ **Setup Time:** _____ **Concert Start:** _____ **End Time:** _____

Reception: Yes No **If yes, Food/Drink?** _____ **Use of Kitchen requested?** _____

Dress Rehearsal Date: _____ **Rehearsal from:** _____ **to** _____

Building Fee: \$25 **Reservation Deposit** (for both Event and Dress Rehearsal)--*Refundable:* \$50 *

Checks made payable:
St. Mark's Chapel

Reservation Deposit is refundable under the following conditions:
 1) All areas used are tidied and all furniture placed in its original position.
 2) No damage incurred to the facilities or musical instruments.
 3) Your event starts and ends at the scheduled times.

Musical Instrument Usage Request: Yes No **If yes, Instrument Maintenance Donation:** \$35 *

Please indicate: Piano (Chapel) Organ Piano (Goodwin Hall) **Approved:** _____

Accompanist: _____ **Contact Info:** _____

Sound Recording: None Steve Lyons (UConn) Other _____ Basic St. Marks (unmastered): \$25 *

* *Reservation Deposit, Musical Instrument Maintenance Donation, and Basic St. Mark's Recording Fee (if applicable) can be waived at the sole discretion of the Minister of Music, Sarah Kaufold, for those members or employees of St. Marks Chapel or frequent volunteers of the St. Mark's Music Ministry.* **Approved:** _____

This event (including dress rehearsal) is not "Confirmed" until this form and applicable deposits and/or fees have been received by the St. Mark's Office and a confirmation email has been sent to the Contact Person.

By signing this form, I agree to accept all liability for any damages incurred to the facilities used during requested event, including all rehearsals, and agree to promptly reimburse the church for the cost of replacement or repair of any damaged church property.

FOR OFFICE USE ONLY

Date Submitted _____ Rec'd _____
 Total Fees/Deposits _____ Check# _____
 RD MIU SR **Waived** _____
 Amount Refunded _____ Check# _____
 Mailed _____ Initialed _____

Signature of Applicant