

**APPLICATION FOR THE USE OF
GRACE EPISCOPAL CHURCH BUILDINGS, GROUNDS, OR PROPERTY**

This completed form—along with required, non-refundable \$100 deposit (payable to Grace Episcopal Church)—must be received by Grace Episcopal Church prior to any event date being finalized on the Grace Episcopal Church calendar. The separate *Premises Use Agreement* and balance of fee are due no later than twenty-one days before the scheduled event.

Name of Individual or Group: _____

Street Address: _____

City, State, Zip Code: _____

Name of Individual Responsible for Event: _____

Telephone Numbers: (Home) _____ (Office) _____

(Mobile) _____ Email Address: _____

Date(s) and Times Requested (including anticipated arrival and departure times as well as starting and ending times for the Event itself): _____

Purpose and Nature of Use (describe): _____

Space to be Used: Nave ___ Parish Hall ___ Kitchen ___ Choir Rm. (with piano) ___

Classrooms: St. Francis (J2A) ___ St. Bede (YAC) ___ Rite 13 ___

Equipment required, if any: _____

Equipment to be provided by the Group, if any: _____

Expected Attendance: _____

Will tickets be sold in advance? _____ At the door? _____

Does the Group maintain General Liability Insurance? _____

Does the Group require any storage or other special services? _____

If so, what? _____

Return to: Douglas VanHouten
Grace Episcopal Church, 924 Lake Street, Oak Park, IL 60301

Premises Use Fees:
Nave (sanctuary) Rental, per event: \$500
Parish Hall, with Nave Booking: \$50
Rehearsal Fee (separate date; 2 hours maximum), with the rental of the Nave: \$75
Rehearsal Fee (2 hours maximum) no Nave rental: \$150
Parish Hall Only, per event: \$150
Premises Use Attendant: \$10 per hour (*we require an attendant to be present for the duration of all outside events*)
Recording in Nave: Please consult Douglas VanHouten

EXAMPLE: If you are interested in renting the Nave for a concert, and using the Parish Hall as a "green room", and holding a rehearsal here on a separate date, the fees would be:

\$500 (Nave)
\$50 (Parish Hall)
\$50 (Premises Use Attendant - 5 hours)
\$75 (One rehearsal on a date other than the concert)

\$675 TOTAL FEES