

BRIDGE HALL FULL DAY RATES

The following questions will help us work out a contract for your facilities rental:

- 1) What date are you interested in renting?
- 2) What time? From _____AM/PM to _____AM/PM
- 3) What type of an event is it (private party, support group, wedding, etc.)?
- 4) Will you be charging for your event?
- 5) Do you have non-profit status? If so, please provide relevant paperwork.
- 6) Have you rented with us before?
- 7) Will you be conducting fundraising activities?
 - a. If so, do you have an officially approved charity or fund?
 - b. Fundraisers that do not have 501-3c designations must include the following disclaimer:
This fundraiser is not for an IRS approved charity and donations are not tax deductible.
- 8) Will alcohol be served at the event?
 - a. Wine and beer are allowed with the filing of ABC (Alcoholic Beverage Control) permit and payment of regulated fees.
 - b. Information and ABC forms to submit for a permit are available here (<http://www.abc.ca.gov/forms/PDFSp.html>). ABC permits require 15 days for processing.
 - c. Renters must submit all completed forms and receipts for fees to the Office before the date of your rental.

BRIDGE HALL (*Seating Capacity 200*) – Full Day Rental

(FULL PAYMENT DUE ONE MONTH PRIOR TO RENTAL)

COMMERCIAL RATE	\$1,250
NON-PROFIT RATE	\$625

Repeat Renters Save an Additional 10%

Availability

- Thursday through Saturday only
- 8:00 am through 11:00 pm. (Doors must be locked by 11:00 pm.)

Included in Fee

- Parking Permits for 25 cars. Additional spaces may be negotiated with our parking lot manager, Miles Howe at: miles@howelitevalet.com. (*Overnight parking is prohibited. Additional street parking is available around the facility.*)
- Full use of Bridge Hall (excluding Library)
- Basic Cleaning
- Basic Sound System (microphone, speakers, and line-in)
- Kitchen for warming purposes (stovetop and microwave only)
- Courtyard (when no concurrent activities are in sanctuary)
- Restrooms, tables, and chairs

Refundable Damage and Security Deposit (*due at time of booking*) **\$300**

Damage and Security Deposit may be placed on a credit card. All checks will be deposited and refunded AFTER facilities are inspected and cleared by NCC Rental Coordinator.

***Rentals deemed to have religious content are subject to pastor approval before scheduling. Fundraisers held on NCC grounds should still meet appropriate non-profit tax requirements and should not imply NCC endorsements without official NCC sponsorship.**