

## BRIDGE HALL HALF 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*) – **Half-Day Rental**      4 Hour Rate includes Setup and Take Down  
(*FULL PAYMENT DUE ONE MONTH PRIOR TO RENTAL*)

<b>COMMERCIAL RATE</b>	<b>\$650 – Weekdays / \$750 – Weekend</b>
<b>NON-PROFIT RATE</b>	<b>\$325 – Weekdays / \$375 – Weekend</b>
<b>IF RENTAL EXCEEDS 4 HOURS</b>	<b>\$100 per Additional Hour</b>
	Repeat Renters Save an Additional 10%

### Availability

- Weekday rate: Monday through Wednesday, 4 hour blocks between 2:00 pm and 11:00 pm.
- Weekend rate: Thursday through Sunday, 4 hour blocks between 8:00 am and 11:00 pm.
- Hall not available before 2:00 pm on Sunday
- Doors must be locked by 11:00 pm.

### Included in Fee

- Parking Permits for 20 cars. Additional spaces may be negotiated with our parking lot manager at: [miles@howelitevalet.com](mailto: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 sanctuary not in use)
- Restrooms, Tables, and Chairs

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**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.**