



Please fill out this form and return to First Church Congregational Boxford either by mail or email along with a signed Terms and Agreement of Use Form. We will reply within seven days as to whether First Church facility is available for your event.

Date: _____

Name of Ministry/Organization: _____

Event Name: _____

Event Date: _____ Event Day of the Week: _____

Setup Time: _____ Start Time: _____ Stop Time: _____ Cleanup Finish Time: _____

Number Attending: Adults: _____ Teens: _____ Children: _____

(Note that large events may require police notification and/or presence at an additional cost)

Purpose and Description of Event:

Space Required

Family Life Center

Main Room Classroom Kitchen Back Classroom

Additional Notes on space needs _____

If First Church staff is setting up the space, please include a room layout sketch with this form, including number of tables, and number of chairs at each table. Please note, there is a sexton fee for FCCB setup.

First Church

Sanctuary Nursery Library Classroom Number(s) Youth Room Other

Additional Notes on space needs _____

Technology Needs: (to be set up with the First Church Tech Team separately and will be invoiced separately)

Audio Technician Video Technician PPT/Video Presentation Play CD Music
 # of Handheld Microphone(s) # of Lapel Microphone(s) Overhead Projector
 Live Music/own equipment Live Music/FCCB equipment Podium # of Music Stands

How will your event utilize the equipment?

Kitchen Needs (please check where appropriate)

Event will be catered by an outside caterer
 Food will be prepared by event group.
 Kitchen equipment (stove, refrigerator, dishes, silverware, etc.) to be used

Contact Information

Event Contact: _____

Street Address: _____

City: _____ State/Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____

If billing name and address differs from the contact information, please include below

Billing Name: _____

Street Address: _____

City: _____ State/Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____

Thank you!

NOTES:
There are various fees for space and provisions for events at the First Church property. Please note them on the attachment.

A \$200 security deposit is required for all rentals. 50% of the total rental fee is required to hold a reservation and the remaining balance is due 14 days prior to the event.



Fee Schedule for active members of First Church Boxford and nonprofit organizations located in Boxford.

Family Life Center		
Large Hall	\$200 for total 4 or less hours	\$25/hour over 4 hours
Small Room	\$50 for 1 or less hours	\$25/hour over 1 hour
First Church Building		
Sanctuary	\$50 per hour	
Wedding	\$200 flat rate	
Funeral	\$100 flat rate	
Coggin Room	\$25 per hour	
Vestry	\$25 per hour	

Sexton

If a sexton is required for setup and take down, he will invoice separately.

Audio Video Equipment Usage

Available A/V equipment ___ Must be arranged with an FCCB technician.

Technician ___ Must be arranged with an FCCB technician.

All events - \$50 Rehearsal - \$25 Recording - \$25

If an event is recorded, copies can be provided on DVD for \$5.00/ea, no limit.

All A/V charges will be invoiced separately.

Kitchen and Equipment Usage

Use of stoves ___
 \$100

Catered event ___
 \$25