

December 2, 2021

Dear Kelly,

Please find enclosed the Rental Agreement estimate for your requested reservation. Prices are based on the information provided to-date and may vary if the details of your reservation change.

Please review this estimate carefully to insure we have your requested date, times and specifics of rooms, resources and personnel correct. If you would like to book your reservation, please sign and return all the paper to me along with your deposit.

Thank you for your interest in having your event at St. Andrew's.
We look forward to hosting you here.



Linda Sheppard
Campus Coordinator | St. Andrew's Presbyterian Church
lindas@sapres.org | 949.574.2202



ST. ANDREW'S
PRESBYTERIAN CHURCH

Outside Event Rental Workbook

Group Name:	Back Bay High School
Event Name:	Rehearsal & Graduation Ceremony
Event Date:	6/9/2022
Event Start Time:	10:00 AM
Event End Time:	11:00 AM
Number Attending:	600
Contact Name:	Kelly Davis
Contact Email:	kdavis@nmusd.us
Contact Phone:	949-515-3389
Alternate Phone:	
Billing Contact:	NMUSD
Billing Address:	2985 Bear Street Bldg A
Billing City:	Costa Mesa
Billing State:	CA
Billing Zip:	92626

St. Andrew's Presbyterian Church

Facilities Request Form

Event Name	Rehearsal & Graduation Ceremony		
Day & Date	Day: Thursday	Date: 6/9/2022	
Event Time	Start: 10:00 AM	End: 11:00 AM	
Reserved Time	Start: 8:00 AM	End: 12:00 PM	
Group Name	Back Bay High School		
Contact Person (Print)	Kelly Davis	Number of Guests:	600
Contact Phones	Cell: 949-515-3389	Alt:	
Contact Email	kdavis@nmusd.us		
Billing Contact	NMUSD		
	2985 Bear Street Bldg A		
	City: Costa Mesa	State: CA	Zip: 92626

Rooms

Rental includes regular set-up & custodial fees

<input checked="" type="checkbox"/> Sanctuary	<input type="checkbox"/> Atrium/Café	<input type="checkbox"/> Stewart Lounge	<input type="checkbox"/> Plaza
<input type="checkbox"/> Grace Chapel	<input checked="" type="checkbox"/> Family Center	<input type="checkbox"/> E216	<input type="checkbox"/> Playground
<input type="checkbox"/> Dierenfield Hall A B C	<input type="checkbox"/> Deaver Room	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Youth Center	<input type="checkbox"/> The Well	<input type="checkbox"/> Classroom	<input type="checkbox"/> Other:

Resources

Total quantities requested

<input checked="" type="checkbox"/> Tables:	<input type="checkbox"/> Round	<input type="checkbox"/> 2 Rectangle
<input checked="" type="checkbox"/> Chairs:	<input type="checkbox"/> Padded	<input type="checkbox"/> Folding
<input type="checkbox"/> Whiteboard		
<input type="checkbox"/> Lectern		
<input checked="" type="checkbox"/> Other : Classic Worship Podium, stool		

Audio Visual Support

<input checked="" type="checkbox"/> Sanctuary	<input checked="" type="checkbox"/> Sound	<input checked="" type="checkbox"/> Video/Slides	<input type="checkbox"/> Lighting
<input type="checkbox"/> Grace Chapel	<input type="checkbox"/> Sound	<input type="checkbox"/> Video	
<input type="checkbox"/> Dierenfield Hall	<input type="checkbox"/> Sound	<input type="checkbox"/> Video	<input type="checkbox"/> Lighting
<input type="checkbox"/> Youth Center	<input type="checkbox"/> Sound	<input type="checkbox"/> Video	<input type="checkbox"/> Lighting
<input type="checkbox"/> CD Recording (2 copies)			
<input type="checkbox"/> Other			

Personnel Required

2-hour minimum shift
\$150
minimum charge for
custodian after-hours

<input type="checkbox"/> 2 A/V Technician	<input checked="" type="checkbox"/> Sound	<input checked="" type="checkbox"/> Video/slides	<input type="checkbox"/> Lighting
<input type="checkbox"/> Kitchen Services	* Use of kitchen requires supervisor		
<input type="checkbox"/> Dishwasher			
<input type="checkbox"/> Custodial Services	* Required for after-hours reservations		
<input type="checkbox"/> Café Services			

Notes: Put students in DH chairs in choir loft, dignitaries on floor in Sanctuary chairs

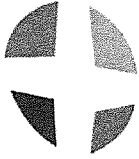
Applicant's Signature

Date

EVENT: Rehearsal & Graduation Ceremony				GROUP: Back Bay High School				
Event Date: 6/9/2022	Reservation Time		Hours	Room Rate (per hour)	Base Cost	Group Discount	Item Discount	Item Cost
	Start	End						
ROOMS:								
Sanctuary	8:00 AM	12:00 PM	4.00	\$275.00	\$1,100.00	-\$275.00		\$825.00
Grace Chapel				\$150.00				
Dierenfield Hall				\$200.00				
DHAB				\$150.00				
DHBC				\$150.00				
DHA				\$100.00				
DHB				\$100.00				
DHC				\$100.00				
Dierenfield Hall Kitchen				\$25.00				
Youth Center				\$150.00				
Atrium/Café				\$30.00				
Family Center	7:00 AM	12:00	5.00	\$110.00	\$550.00	-\$137.50		\$412.50
Deaver Room				\$75.00				
The Well				\$30.00				
Meeting Rooms:								
Stewart Lounge				\$75.00				
E216				\$75.00				
B205				\$75.00				
Classrooms:								
B014				\$50.00				
B015				\$50.00				
B016				\$40.00				
B019				\$50.00				
				Sub-totals:	\$1,650.00	-\$412.50		\$1,237.50
RESOURCES								
				Sub-totals:				
PERSONNEL: (2-hour minimum)								
AV Tech	8:00 AM	12:00 PM	4.00	\$30.00	\$120.00			\$120.00
AV Tech	8:00 AM	12:00 PM	4.00	\$30.00	\$120.00			\$120.00
AV Tech				\$30.00				
AV Tech				\$30.00				
Kitchen Supervisor				\$20.00				
Dishwasher				\$15.00				
Custodian (\$100 minimum)	12:00 PM	2:00 PM	4.00	\$27.00	\$54.00			\$54.00
Head Barista				\$25.00				
Barista				\$25.00				
Organist (\$300 minimum)				\$50.00				
				Sub-totals:	\$294.00			\$294.00
Additional Items:								
				Sub-totals:				
SUMMARY								
Billing Contact: Name: NMUSD Address: 2985 Bear Street Bldg A City, ST, ZIP: Costa Mesa, CA 92626 Phone: 949-515-3389 Email: kdavis@nmusd.us				Rooms Sub-total:		\$1,650.00		
				Resources Sub-total:				
				Personnel Sub-total:		\$294.00		
				Additional Items Sub-total:				
				Event Total:		\$1,944.00		
				Group Discounts:		-\$412.50		
				Item Discounts:				
				Additional Discount:				
				Discount Total:		-\$412.50		
				Sponsoring Account:				
Grand Total:				\$1,531.50				
Deposit:				\$350.00				
Final Amount Due:				\$1,181.50				

Signature

Date



ST. ANDREW'S

PRESBYTERIAN CHURCH

Event Date: June 9, 2022

Event Time: 10:00 AM

To: NAME Kelly Davis
GROUP Back Bay High School
ADDRESS 2985 Bear Street Bldg A
CITY, STATE, ZIP Costa Mesa, CA 92626
PHONE 949-515-3389
EMAIL kdavis@nmusd.us

Event

Rehearsal & Graduation Ceremony

Charges:	Line Total
Rooms	\$1,650.00
Resources	
Personnel	\$294.00
Additional	
Discount	(\$412.50)
Total	\$1,531.50

Release From Liability and Indemnification

I, the undersigned, hereby release, defend, hold harmless, and indemnify the St. Andrew's Presbyterian Church and its officers, members, and staff from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by the St. Andrew's Presbyterian Church or its officers, members, or staff in connection with the event described above, whether or not such claims, damages, losses, or expenses result in any judgment or settlement against the St. Andrew's Presbyterian Church or its officers, members, or staff.

Signature _____ Date _____

Signature _____ Date 12/2/21



Event Time: 10:00 AM

Event
Rehearsal & Graduation Ceremony

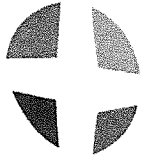
Payment Terms
Net 30

Due Date
July 9, 2022

Charges:		Line Total
Rooms		\$1,650.00
Resources		
Personnel		\$294.00
Additional		
Discount		(\$412.50)
Total		\$1,531.50

Date _____

Date _____



ST. ANDREW'S
PRESBYTERIAN CHURCH

Event Date: June 9, 2022
Event Time: 10:00 AM

To: Kelly Davis
Back Bay High School
2985 Bear Street Bldg A
Costa Mesa, CA 92626
949-515-3389
kdavis@nmusd.us

Event
Rehearsal & Graduation Ceremony

Payment Terms
Net 30

Due Date
NOW

Charges:
Deposit

Line Total
\$350.00

Total \$350.00

Release From Liability and Indemnification

I, the undersigned, hereby release, defend, hold harmless, and indemnify the St. Andrew's Presbyterian Church, its officers, directors, members, and volunteers from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers, in connection with the St. Andrew's Presbyterian Church's activities, programs, or events, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers.

I understand that this release is irrevocable and that I am releasing the St. Andrew's Presbyterian Church, its officers, directors, members, and volunteers from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers, in connection with the St. Andrew's Presbyterian Church's activities, programs, or events, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers.

I understand that this release is irrevocable and that I am releasing the St. Andrew's Presbyterian Church, its officers, directors, members, and volunteers from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers, in connection with the St. Andrew's Presbyterian Church's activities, programs, or events, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the St. Andrew's Presbyterian Church, its officers, directors, members, or volunteers.

Signature

Date

Signature

Date

12/2/21