

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



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

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

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

2-hour minimum shift - \$150 minimum charge for custodian after-hours	<input type="checkbox"/> 2 A/V Technician <input type="checkbox"/> Kitchen Services <input type="checkbox"/> Dishwasher <input type="checkbox"/> 1 Custodial Services <input type="checkbox"/> Café Services	<input checked="" type="checkbox"/> Sound * Use of kitchen requires supervisor * Required for after-hours reservations	<input checked="" type="checkbox"/> Video/slides <input type="checkbox"/> Lighting
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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				
DH6C				\$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

