



LIVE OAK

UNITED CHURCH OF CHRIST

300 E. Imperial Highway, Brea, CA 92821

(909)833-3021

APPLICATION FOR THE USE OF THE FACILITIES OF LIVE OAK UNITED CHURCH OF CHRIST

Please print, complete, and return to the Event Coordinator.

Today's Date: _____

Date of Event: _____

Contact's Name: _____

Contact's Phone #: _____

Are you an active member of Live Oak UCC?

☐ Yes

☐ No

Contact's Mailing Address City/State/Zip: _____

Contact's Email: _____

What will you or your group use the facilities for at Live Oak UCC?

☐ Anniversary

☐ Funeral

☐ Retirement

☐ Birthday

☐ Quinceañera

☐ Wedding

☐ Other (please specify): _____

What facilities do you or your group require? (Refer to 'Room Descriptions and Pricing' for info)

☐ Sanctuary

☐ Manzanita Room

☐ Sequoia Room

☐ Redbud Room

☐ Kitchen

Expected attendance: _____

Start Time: _____

End Time: _____

NOTE: The hourly fees include set up, break down, and clean up. Events must end at 10 pm.

Clean up must be finished by 11 pm. Time over will be charged accordingly.

Initial here: _____

All rentals include access to tables, chairs, and free parking. **The preschool yard is off-limits.**

Initial here: _____



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Please mark if applicable or not:

- ❖ Will you have a caterer? ☐ Yes ☐ No
 - If yes, please fill out the supplemental paperwork.
- ❖ Will you have music? ☐ Yes ☐ No
 - If yes: ☐ DJ ☐ Musician ☐ Band ☐ Other
- ❖ Do you require internet access? ☐ Yes ☐ No
- ❖ Will you be using a projector or screen? ☐ Yes ☐ No
- ❖ Will the event be invite only or open to the public? ☐ Invite only ☐ Open to public
- ❖ Will you have a parking attendant? ☐ Yes ☐ No
- ❖ Do you have specific electrical needs? ☐ Yes ☐ No
 - If yes, what?: _____
- ❖ Will admission be charged? ☐ Yes ☐ No
 - If you checked 'Yes' to this question, you must secure or verify your own insurance and submit copies of the proper documentation and permits.
- ❖ Will donations be accepted? ☐ Yes ☐ No
- ❖ Do you intend for beer, wine, and/or champagne to be served? ☐ Yes ☐ No

For some events, you may be required to pay for additional personnel. The additional personnel will be hired by Live Oak UCC at the renter's expense.

Initial here: _____

DEPOSIT: All renters, including church members, must leave a damage deposit in order to secure a date. This deposit will be returned pending inspection after the conclusion of the event.

Initial here: _____



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Additional Information:

1. Live Oak UCC *must* approve any change from the original intent of usage.
2. Live Oak UCC has the right to attend any meeting of the group to ensure the group is using the facilities in accordance with Live Oak policies.
3. An event coordinator will be on-site at all times.
4. You will receive a response within 2 weeks.
5. Please attach/enclose the required deposit(s), which should be a separate sum from the required rental fee. This security deposit is also required to secure your event date.

Cash, cashier check, or personal check only:

Checks should be made payable to Live Oak UCC

Signature: _____

Date: _____

Deposit Amount: _____

Date Paid: _____

Due Date(s) for Final Payment(s): _____



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FOR USE BY LIVE OAK UCC ONLY

Permission to use Live Oak UCC: ☐ Granted ☐ Denied ☐ Pending Date: _____

Permission to serve alcohol at Live Oak UCC: ☐ Granted ☐ Denied ☐ Pending Date: _____

Agreement termination date: _____

Deposit paid date: _____ Full payment due by: _____

Received by: _____ Received by: _____

Signature: _____ Signature: _____

Live Oak Event Coordinator Representative: _____

Additional Personal Needed: ☐ Tech ☐ Sound ☐ Bartender ☐ Pastor

- Tech: Needed to work screens, projectors, etc.
- Sound: Needed to work sound systems for Sanctuary and Hall.
- Bartender: Needed if alcohol is being served.
- Pastor: May be requested for weddings or funerals. (Honorariums are \$300 for funerals, \$400 for weddings. We will also work within your budget.)