

# First Church

First United Methodist Church of Seattle

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Were you referred? Yes No If yes, please provide referral name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date of the Event(s): \_\_\_\_\_

Is this a reoccurring event? Yes No If yes, describe the reoccurrences \_\_\_\_\_

Timeframe (Including setup & takedown time): \_\_\_\_\_

Space Requested: Sanctuary Fellowship Hall Kitchen **(Requires a cleaning deposit, special fees & requirements)**

Other: \_\_\_\_\_

Classroom(s): \_\_\_\_\_ How many? \_\_\_\_\_ Classroom size: S M L

Estimated number of people that will be in attendance? \_\_\_\_\_

Will any products be sold? Yes No Will any tickets be sold? Yes No

Is your organization a non-profit group 501(c)3? Yes No **(If yes, proof must be submitted with application)**

Is your organization an accredited school? Yes No **(If yes, proof must be submitted with application)**

Does your organization have a property tax exemption? Yes No **(If yes, proof must be submitted with application)**

Will the use of the garage be required? Yes No **(Separate fees will apply)**

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### **For Concert/Recital Events Only:**

Will there be any singing? Yes No If yes, number of singers: \_\_\_\_\_

Will a separate rehearsal time be needed? Yes No If yes, specify date and time: \_\_\_\_\_

Do you need to set up equipment? Yes No If yes, describe \_\_\_\_\_

Will there be a scheduled intermission? Yes No Do you need a green room? Yes No

**Proof of insurance must be provided prior to the event or additional fees will be assessed for event coverage.** If Renter does not have insurance, then Special Event Insurance may be purchased at: <https://www.theeventhelper.com>

**Unsupervised access and use of the facility requires applicant to submit to a criminal background check. Fees apply.**

Physical Address: 180 Denny Way, Seattle WA 98109  
Mailing Address: P.O. Box 19596, Seattle, WA 98109  
Phone: 206.622.7278  
Revision: 2023.08

**For Office Use Only**

Approved: Yes No

Insurance: Provided Charged

Fees: \_\_\_\_\_