



## BOOKING YOUR EVENT AT NEIGHBORHOOD CHURCH

We are pleased you are considering Neighborhood Church as the location for your event. Outlined below is the process for securing our grounds and facilities.

### **Step One:**

Contact the church office at 530.343.6006 or [info@ncchico.org](mailto:info@ncchico.org) to see if the date you have chosen is available on our calendar. We suggest having a backup date in mind as well. Our campus is available for rental Monday – Saturday 7:30am-9:30pm and Sundays 1:30-6pm.

### **Step Two:**

After you have been told the date is currently open, fill out the facility application and turn it in to the church office or email to [info@ncchico.org](mailto:info@ncchico.org). Please include set up/rehearsal needs in your application. Your application will be reviewed by our management team for approval.

**Please allow two weeks** to receive notification.

### **Step Three:**

You will be notified once an application is approved. We will then send you the contract and ask you to submit the following:

- o \$100 non-refundable deposit to secure the date on the church calendar (The date will not be secured until we receive the non-refundable deposit)
- o Certificate of Insurance for a minimum of \$1,000,000 and name Neighborhood Church of Chico as additional interest
- o Initialed signed and Contract

The balance is due 30 days prior to your event. Your host will contact you to discuss logistics of the set up and event day schedule.

Our campus is available for rental Monday – Saturday, 7:30am-9:30pm and Sundays 1:30-6pm.

Location	Occupancy	Rate	Non- Profit Discounted Rate
Dome	250-500	\$1,650	\$1,450
	500-750	\$2,100	\$1,800
	750- 1500	\$2,350	\$2,100
Island	N/A	\$500	\$250
Fellowship Hall	200 at tables 300 in chairs only	\$1,150	\$900
Youth Center	100 at tables 150 in chairs only	\$600	\$500
Chapel	72 in chairs only	\$275	\$200
Library	30 at tables 75 in chairs only	\$250	\$175
Kitchen	N/A	\$50	\$50
Tech Equipment	N/A	\$100	\$100
Sound Tech	N/A	\$28 per hour	\$28 per hour

**Facility Includes:**

- Includes tables, chairs, setup of tables and chairs (event is responsible for tear down) and the use of the space for 8 hours.
- We cannot adequately cool the Dome nor the Fellowship Hall in temperatures over 100 degrees. We recommend scheduling your event in the morning during the summer months.

**Tech equipment:** Projector, mic, etc. is an additional \$100 per day. Musical equipment is not included. (Not Available on the Island)

**Sound Tech:** if sound tech is needed for longer than 8 hours, the additional hours will be billed at a rate of \$42 per hour. Sound tech is not provided for rehearsals.

**Additional Fees:**

- If your event lasts longer than your contracted time, each additional hour will be billed at a rate of \$100 per hour.
- The above rates are for 1-day (up to 8 hours) use. If you'd like an additional day for set-up, rehearsal or tear-down, please indicate this on your facility application.
- All events require a N.C. host to help assist with your event. Host fee is \$200.00 per day
- Additional cleaning of space after event \$250.00
- Removal of any church decorations from the stage is \$50.00
- Clearing of stage (except Drum Kit) \$100