



# GENERAL EVENT APPLICATION

## MISSION SANTA CLARA

500 EL CAMINO REAL | SANTA CLARA, CA 95053 | PHONE: 408-554-4023 | FAX: 408-551-7166

IF YOUR EVENT IS A CONCERT OR A MASS, USE THE DEDICATED CONCERT OR MASS APPLICATION. MISSION SANTA CLARA IS FIRST AND FOREMOST A CHURCH, AND PERMISSION TO USE IT FOR SECULAR, NON-RELIGIOUS EVENTS IS GRANTED ON A CASE-BY-CASE BASIS. OTHER LOCATIONS ON CAMPUS SHOULD BE CONSIDERED PRIOR TO APPLYING TO HOST YOUR EVENT IN THE MISSION. THIS FORM IS NOT A CONTRACT. ONCE REVIEWED, THIS MISSION OFFICE WILL INFORM YOU WHETHER YOUR APPLICATION HAS BEEN APPROVED OR DENIED. IF APPROVED, YOU WILL BE GIVEN A CONTRACT TO SIGN, AGREEING TO THE TERMS AND CONDITIONS. IF APPLICABLE, YOU WILL ALSO BE RESPONSIBLE FOR PAYING ANY FEES AND SUBMITTING ADDITIONAL DOCUMENTATION BY THEIR DEADLINES.

Reservation Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

SCU Affiliation: Faculty Staff SCU Department: \_\_\_\_\_ None (External Non-affiliate)

Type of Event (please indicate): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

**Describe your event in detail below.** Include pertinent information regarding setup of the space, ritual supplies, candles, number of speakers/performers, and any other details our office should consider as part of your application.

### Music (if applicable):

Lead Musician: \_\_\_\_\_ Piano Organ Songbooks CD (must provide)

# of singers: \_\_\_\_\_ # of instruments: \_\_\_\_\_ # of music stands: \_\_\_\_\_ # of Mics: \_\_\_\_\_

Piano Location: Near Sanctuary Near Organ

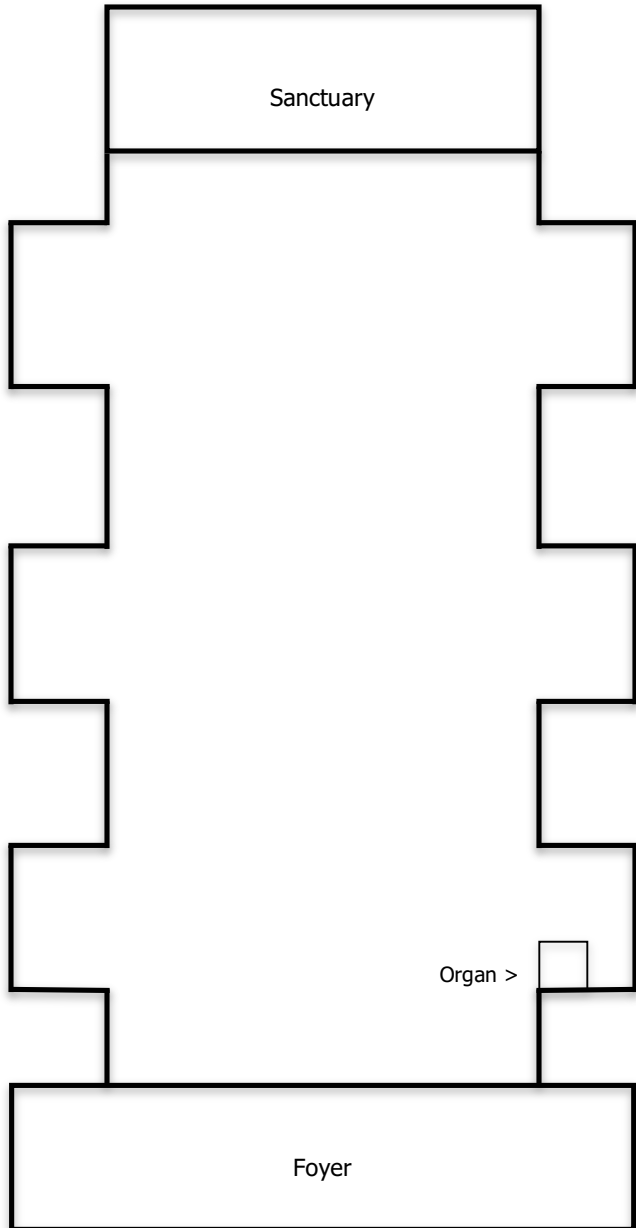
**Ticket Sales (if applicable):** Yes No

Ticket Price: \_\_\_\_\_ Purchase Website: \_\_\_\_\_ Purchase Phone: \_\_\_\_\_

**Setup (if applicable):**

Please note that the default arrangement of the Mission is a front altar setup, with a minimum of 400 chairs on the main floor facing the high altar/Sanctuary. If you need a tailored arrangement for your event, you must indicate your needs using the diagram below. Fees may apply for non-standard arrangements.

Clear Sanctuary of Furniture: Yes No, leave Ambo Altar Table



Please use this space to make note of any special requests concerning the setup of the Mission:

**PLEASE NOTE:** Mission Santa Clara does not provide, rent, or arrange the setup of risers, podiums, or special lighting. Arranging the delivery, setup, and removal of such items is the sole responsibility of your organization/group. Damage done to the Mission as a result of setting up or taking down these items will be charged to your organization/group. Mission Santa Clara will not assume responsibility for the storage or security of any items, materials or equipment brought by your group. Fees may apply if your setup needs exceed our standard default. Failure to submit any fees or documentation by their deadlines may result in the forfeiture of your reservation. Any changes made after submission of this application need to be reapproved by our office. Your event may be listed on our website, but is not guaranteed. Publicizing your event is the sole responsibility of your organization/group.