



Event Proposal and Planner

(PLEASE PRINT CLEARLY)

EVENT TITLE: _____

DATE(s) OF EVENT: _____ TIME: _____ DURATION: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL: _____

PHONE: _____

General description of your event:

Room you would like for your event

Scott Hall ____ (32' x 20') 6' rectangular tables, chairs, 6' round tables available on request
Kitchen ____ (has pass thru to Scott Hall community room)

Sanctuary _____
(36' x 38') - auditorium with piano, sound system, projector/screen, speakers platform)

Fireside Room _____ (12' x 12') sitting room with small kitchen available
Fireside Kitchen _____ (8' x 10')

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What do you need for your event?

Audio _____ Video _____ Whiteboard _____

Microphone _____ Podium _____ Big Screen w/projector (Sanctuary only) _____

Table to sell books &/or CD's _____

Cash Box _____ Change _____ Credit Card Machine _____

Will your event be catered? _____ Serving Alcoholic* Beverages? _____

What time will you be arriving at CSL? _____ Leaving? _____ (Set up and break down)

Cost/Registration Fee/Ticket Price? _____

Do you have a minimum number of attendants/tickets required? _____

Our standard money agreement consists of Facilitator 50% / CSL 50%. Any variation needs to be negotiated and approved by our Senior Minister.

All monies are processed through CSL first, where the appropriate split will be made minus any credit card transaction fees & expenses. A check will be issued the following week after the deposit is made. Please make sure that the name listed above is the one you would like to have on the check.

At The Center for Spiritual Living, we are committed to making your event a special one and will assist you in any way we can to make it successful.

➤ As part of our effort for a successful event, we will post an 8.5" x 11" flyer in several places around the Center several weeks prior to the event. We ask that you design this and email us a digital copy. It generally helps to have a colored border to separate it from the background walls/boards. A photograph or attractive graphic as well as the Title, Date(s), Time and summary about the event. Please include our address and logo, which we will email to you when the event is approved.

➤ We will announce your event in our Sunday celebrations and include a short blurb on our printed calendar handed out on Sundays. Please write a 2 to 3 sentence summary for this purpose :

➤ We will post a graphic and write up on our website as well CSLSTL.org

Center for Spiritual Living - Event Proposal/Planner

1. Please ask before doing any decorating. Only candles in holders are allowed.
2. If you need assistance with set-up or tear-down, ticket, or door sales, book/cd sales, etc. please make sure to let us know at least two weeks beforehand. Two volunteers will be provided for your convenience. Volunteers are allowed to attend the event at no charge.
3. If CSL is to receive a split on the items sold, please list split: Facilitator: _____ CSL: _____

*Alcohol: CSL does not provide in any form alcoholic beverages, and does not permit alcohol use on the premises, unless you have insurance to cover the event that includes the Center as a secondary insured party. You must sign in the space provided indicating you also hold harmless the First Church of Religious Science, DBA Center for Spiritual Living, St. Louis.

Sign: _____ Date: _____

Thank You for booking your event with CSL. Your signature below is considered your acceptance of the terms listed above. Please keep a copy of this form, as it will be your contract with CSL.

Responsible Party Name – Please Print: _____

Responsible Party Signature: _____ Date _____