



## Space Rental - Sanctuary Audio Visual System and Set Up Requests

Please check off any items below which you request as part of your equipment rental and set up requirements for your event.

**Important: If access to the sound booth / connection to the sound board is requested, the church will supply a sound booth technician and an additional service charge will apply.**

| Equipment Requested   |
|---|
| <input type="checkbox"/> Piano  |
| <input type="checkbox"/> Organ  |
| <input type="checkbox"/> Wireless microphone  |
| <input type="checkbox"/> Wired microphone on stand  |
| <input type="checkbox"/> Music stands #   |
| <input type="checkbox"/> Boom microphone (sound booth access required)                                |
| <input type="checkbox"/> CD player (sound booth access required)                                      |
| <input type="checkbox"/> Video screen and projector (sound booth access required)                     |
| <input type="checkbox"/> Speaker system (sound booth access required)                                 |
| <input type="checkbox"/> Recording equipment (sound booth access required)                            |
| <input type="checkbox"/> Connect own equipment to sound board/patch bay (sound booth access required) |
| Notes:  |

| Set up Requirements  |
|--|
| <input type="checkbox"/> Piano placement: specify floor or stage                             |
| <input type="checkbox"/> Organ placement: specify floor or stage                             |
| <input type="checkbox"/> Choir risers placement: specify stage rear, stage mid way, or floor |
| <input type="checkbox"/> Chairs in theatre set up: specify number required up to 520         |
| <input type="checkbox"/> 6 foot tables and chairs (in entrance atrium or other rooms)        |
| <input type="checkbox"/> Podium / lectern: specify placement if any                          |
| <input type="checkbox"/> Communion Table: specify on stage or moved away                     |
| Notes:   |