

**General Event and Room Rental Fee Information**  
*(For Events Other Than CCCLH Events)*

<b>Room/Space</b>	<b>Member/Regular Attendee</b>	<b>Outside Groups</b>
<b>Classrooms</b>		
206 – youth room	\$150	\$250
Classrooms: 100 -106, 203-205, 207	\$35	\$45
<b>Family Life Center</b>		
FLC	\$175 \$350 reception inc. coordinator	\$300 \$550 reception inc. coordinator
FLC – East Wing	\$75	\$125
FLC – Game Room	\$35	\$45
Kitchen – serving only*	\$50	\$60
<b>*Only licensed caterers or food service companies allowed.</b>		
<b>Sanctuary Building</b>		
Christ Chapel	\$300	\$600
Harvesters Conf. (109)	\$75	\$125
Nursery (108)	\$45	\$60
Toddler (107)	\$45	\$60
Fireside	\$75	\$125

<b>Service Fees</b>	
Sound Technician	\$25 an hour (weddings \$125 min.)
Custodial Support	\$100 minimum for three hours. Additional hours at \$25 per hour.
Parking Attendants	\$25 an hour
Projectors w/DVD hookup	\$35
Overhead Projectors	\$10
White Boards & Easels	\$10
Portable Sound System	\$25
TV carts w/VCR or DVD	\$25

**Renter will provide own set up, return room to its original set up and dispose of trash.  
 Rooms are available from 8 am to 10 pm. Facility must be vacated at 10 pm.**

**Costs**

Upon approval of your event date, a deposit of half the amount of your rental fee is required to secure your event date (submitted with signed Event/Room Contract). Checks may be made payable to “Christ Community Church”. The remaining balance is due 1 (one month) prior to your event date.

If reservation requires room use the day before the event or more than 4 hours on the day of the event additional fees will be determined.

Any damages to the facility or equipment will be the responsibility of the renter to cover the cost of repair or replacement.

**Seating Capacity**

Seating Capacity of Christ Chapel is 430. Parking attendants and ushers required for more than 200 guests. (You provide the ushers). For other meeting rooms inquire with the church office.

Family Life Center: 150 seated at tables (for receptions, there is an additional fee for the coordinator)

We provide:

- Tables & chairs are included.
- 19, 60" round tables maximum of 7 chairs per table=133 (room for a few more tables).
- Rectangle serving tables are available.
- Linens are not included.

The Palm Court is also available for the seating of approximately 150 guests.

A variety of tables and chairs are available for other rooms.

### **Food**

It is the policy of Christ Community Church of Laguna Hills that only food provided by a licensed caterer or food service company (i.e. Pasta Bravo, Olamendi's, El Pollo Loco, etc.) will be allowed for special events.

Either you, the caterer or the food service company must provide all plates, cups cutlery, napkins, linens, etc. The church does not provide these items.

### **To Reserve and Confirm Rooms(s) at CCCLH**

Place a call to the church office (949-586-6850) to inquire if the desired rooms(s) are available on the date you wish to use the facility. If you wish to proceed with a rental contract it will be created and sent to you. Return the signed contract to the church office with the 50% deposit fee (attention to Business Manager). Your dates and rooms will be reserved when this contract and payment is received.

### **Cancellations**

Any cancelled or postponed events must be in writing via mail or e-mail and submitted to the church office to be considered valid. Phone calls will not be accepted.

Also any changes in time for the event must be put in writing via mail or e-mail and submitted to the church office to be approved and considered valid.

### **Definite Requirements**

We hold to the principle that CCCLH exercises authority over certain and definite requirements. We reserve the right to determine the services rendered and the use of church facilities. Use may be terminated at any time as the result of behavior that is not in full consistency within the following:

- Alcoholic beverages and illegal drugs are not allowed or tolerated at any time or in any area of the church premises.
- Smoking is not permitted in the church buildings or on the church grounds at any time.
- Rice, birdseed, or like material may not be used in any part of the church buildings or outside; including the parking lot.
- To protect your personal property and/or rental items, all items are to be removed from the premises immediately following the event, as Christ Community Church is not responsible for any lost or stolen items.