

# Silverdale Lutheran Church – Event Planning Checklist



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

Date: \_\_\_\_\_

Is This a Reoccurring Event?    Yes    No

Event Start /End: \_\_\_\_\_ Total Time Set up / Clean \_\_\_\_\_

Main Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

After Hours Contact – Unlock: \_\_\_\_\_ Lockup: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

## Spaces Needed

- |  |   |
|--|---|
| <input type="checkbox"/> Fellowship Hall (150-200 people)              | <input type="checkbox"/> Classrooms (15–20 per room)                |
| <input type="checkbox"/> Gathering Place (150-200 people)              | <input type="checkbox"/> Nursery (12 children, nursery rules apply) |
| <input type="checkbox"/> Sanctuary (400, worship/approved events only) | <input type="checkbox"/> Kitchen                                    |
| <input type="checkbox"/> Room 4 (20–25 people)                         | <input type="checkbox"/> Foyer / Study / Outside Lawn / Fire Pit    |

## Equipment Needed

Tables: Round 5' \_\_\_\_ Round 4' \_\_\_\_ Rect. 4' \_\_\_\_ Rect. 6' \_\_\_\_

Chairs per table: \_\_\_\_

- Easels (#\_\_\_\_)
- Projector    Screen    Wireless Mic    Handheld Mic    Sound System    Livestream
- Kitchen:    Ovens    Dishwasher    Dishes/Utensils    Tablecloths (#\_\_\_\_)

## Costs (Non-Members)

- Gathering Place- \$30 half day / \$60 full day
- Fellowship Hall + Kitchen – \$75 / \$125
- Gathering Place/Classrooms – \$30 / \$60 Nursery
- \$50 Sanctuary (Weddings only) – \$250
- Security/Damage Deposit (large events) – \$150

## Staffing Fees

- Setup (tables/chairs): \$40–\$80
- Janitorial/Cleanup: \$100–\$150
- Laundry: \$25–\$50
- Coffee Service: \$35–\$105
- Weddings – Pastor \$250, Organist \$250+, Sound Tech \$125, Livestream \$150–250

*\*\*Members are not charged for use of the facilities*

## Key Rules – Quick Overview

- Food service must be in conformance with [Kitsap County Health District Regulations](#)
- Respect property: no nails, tape, or damage.
- Return spaces to original setup. (Please see Janitorial List)
- No alcohol (except limited approved ministry events).
- No smoking inside; only in designated outdoor areas.
- No food/drinks in Sanctuary (except communion).
- Pets only if service animals or special approval.
- Kitchen use requires prior permission and health code compliance.
- Clean up trash and place in dumpster.
- Safety is your responsibility – emergencies call 911.

## Facility Use Agreement

- ❖ \_\_\_\_\_ I have read and agree to the [Facility Use Guidelines](#).
- ❖ \_\_\_\_\_ I am aware of the [Honorariums and Fees](#) that are additional to the cost of using the space.
- ❖ \_\_\_\_\_ I plan to clean up myself after then event and have read the [Post Event Janitorial list](#)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please add Anything else you would like us to know: