

# Taft Reservation Request Form

**FOR OFFICE USE ONLY**

Date form received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by (staff initials): \_\_\_\_\_

- Your event has been **APPROVED** by the Ecclesia Staff and Directors. Please retain a copy of this approval for your records. We will contact you by phone or email to begin making plans for your event.
- Your event has been **DECLINED** by the Ecclesia Staff and Directors for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Ecclesia Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Ecclesia Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

*Allow at least 10 business days to process your request. After reading the Policies & Procedures and the Release of Liability, Waiver of Claims and Indemnity Agreement included with this form, please complete and sign this form and mail or hand-deliver it to: Taft Street Coffee, 2115 Taft, Houston, TX 77006. For questions, please contact Patrick at [patrick@ecclesiahouston.org](mailto:patrick@ecclesiahouston.org) or call our office at 713.622.1846.*

**Please complete the following contact information**

\_\_\_\_\_  
Name of Organization, Band or Group Sponsoring Event

\_\_\_\_\_  
Contact Person's Name

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

(\_\_\_\_\_)\_\_\_\_\_  
Day Phone

(\_\_\_\_\_)\_\_\_\_\_  
Evening Phone

(\_\_\_\_\_)\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Website Address

**Please complete the following event information**

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Alternate Date (if first choice not available): \_\_\_\_/\_\_\_\_/\_\_\_\_

Arrival Time (includes time for set-up): \_\_\_\_\_

Departure Time (includes break-down and clean-up): \_\_\_\_\_

Event Start time (not including set-up) \_\_\_\_\_

Event End time (not including clean-up) \_\_\_\_\_

Which room do you want to use to hold your event? *Please check appropriate box.*

- |                                |                                      |  |
|--------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Venue | <input type="checkbox"/> Gallery     | <input type="checkbox"/> Bookstore/Café    |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Upstairs ** | <input type="checkbox"/> Children's Area** |

\*\* Not available for private rentals. For Ecclesia events only.

Please describe the purpose and nature of your event. Take time to include details so that we can make sure that it is a good fit for the purposes of 2115 Taft:

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Approximately how many will be in attendance? \_\_\_\_\_

Is there any promotional material that will be distributed to publicize the event? If so, please include it with this form. \_\_\_\_\_

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Is there a fee or cover charge for those who will be attending your event? If so, how much? \_\_\_\_\_

Will there be merchandise and/or information pieces for sale or given away at event? Briefly describe: \_\_\_\_\_

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**Please complete the following information for your event's technical needs**

*Our Technical Staff and Volunteers need a general idea of what kind of technical needs your event will have. Once we receive your request, and the date has been confirmed, you will be contacted to discuss the technical particulars of your event. PLEASE TAKE THE TIME TO THINK THROUGH ALL OF YOUR TECHNICAL NEEDS BEFORE FILLING-OUT AND RETURNING THIS FORM.*

**SOUND:**

Will you be bringing your own sound equipment?        Yes        No

If yes, please give us a list of that equipment: \_\_\_\_\_

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Will your event require the use of Ecclesia sound and/or lighting equipment?        Yes        No

Briefly describe the set-up (i.e. 50 people in audience with 1 person speaking; 150 people in audience with 3 bands on stage, etc.) and what kind of sound equipment you feel will be necessary for your event:

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Are there any special requests for particular pieces of equipment that you would like for us to try to make available? (i.e. instruments, wireless mics, etc.)

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**LIGHTING:**

We provide general ambient lighting (i.e. overhead lights illuminating the entire space for the duration of your event). If this is not sufficient for your event, briefly describe your lighting needs:

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**VIDEO:**

*NOTE: CURRENTLY WE ARE ONLY ABLE TO PROVIDE MINIMAL VIDEO EQUIPMENT*

Will there be any video or other video needs for your event? If so, briefly describe: \_\_\_\_\_

What format will the video originate in? (i.e. videocassettes, DVD, PowerPoint, etc.) \_\_\_\_\_

Please provide contact information for the person helping to organize event who can discuss sound related issues:

\_\_\_\_\_  
Name ( ) Phone E-Mail Address

**Please complete the following credit card billing information.** *You can also drop off a check at 2115 Taft, but reservations are not finalized until the deposit is received.*

Your billing name and address must be given EXACTLY as they appear on your credit card statement. PLEASE PRINT.

\_\_\_\_\_  
First Name Middle Name or Initial (if applicable) Last Name

\_\_\_\_\_  
Billing Address City/State Zip

Select card type: \_\_\_\_\_ Visa \_\_\_\_\_ Master Card

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

Verification Code\* (usually the last 3-digits on the back of your credit card): \_\_\_\_\_  
*Why do we need your verification code? We request this code and verify your credit card company to ensure your safety.*

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**Policies & Procedures and Release of Liability, Waiver of Claims and Indemnity Agreement**

I have read and understood this agreement, and I am aware that by signing this agreement I am acting on behalf of the above organization or group of people who will be participating in the events at 2115 Taft and that on their behalf I am waiving certain legal rights which I and the participants may have against the releaseses.

\_\_\_\_\_  
Representative's Name (Please Print) Name of Organization, Band or Group

\_\_\_\_\_  
Representative's Signature Today's Date

## 2115 Taft Facility Use Policies and Procedures

### Reservations Procedure

1. A Taft Reservation Request Form (TRRF) must be completed and returned to Ecclesia's Church Office *at least 10 business days prior to the event*. You may obtain a TRRF on our website at [www.2115taft.org/forms.htm](http://www.2115taft.org/forms.htm) or by contacting the Taft Director (Patrick Wimberly) at [patrick@ecclesiahouston.org](mailto:patrick@ecclesiahouston.org). You may also pick up a form at Taft Street Coffee.
2. An authorized representative of the sponsoring organization or event must sign the back side of the form, indicating that he/she has read and understands the policies and procedures governing the usage of the Taft facilities and agrees to comply with these procedures.
3. All cancellations must be made at least 30 days in advance of the event to guarantee refund of the Facility Rental Fee and Deposit. If the dates reserved on the TRRF subsequently come into conflict with the needs of the Taft Street Coffee or of the church, Ecclesia reserves the right to change or cancel the arrangements upon 72 hours notice to the user.
4. Upon approval, the person responsible for the event will be notified via email or by mail. Any modifications will be noted in the email and/or form.

### Scheduling Priorities

Requests will be treated on a first come, first serve basis. Ecclesia reserves the right to change or cancel reservations and refund fees paid, where appropriate, when Taft Street Coffee and church priorities so require.

### General Conditions of Use

1. If any extra expense to Taft Street Coffee or Ecclesia is involved, e.g. for custodial service, labor, and utilities, the organization, group or individual renting the facilities will assume responsibility for these costs.
2. The meeting(s) and/or event will in no way obstruct, hamper, or endanger the normal functioning of Taft Street Coffee or Ecclesia.
3. The activity must be in keeping with the overall mission objectives of Taft Street Coffee and Ecclesia.
4. Whenever an admission charge is made, or sales of goods or services occur, the organization, group or individual assessing admission charges or selling goods or services must assume full responsibility for collecting, reporting, and transmitting all applicable taxes to the appropriate State or Federal agencies. *In addition, any admission charges or sales of goods or services must be clearly indicated on the TRRF to be permitted.*

### Use-Specific Provisions

*Food Service* – Outside food is allowed on premises as long as it is not sold by organization, group or individual. Collecting donation for food is permitted. A \$50 disposal fee will be assessed. Beverages must be catered through Taft Street Coffee or Ecclesia, unless Management and/or Elders determines otherwise, at which point a \$300 fee will be assessed.

*Alcohol* – The use or possession of alcoholic beverages is prohibited on the premises.

*Supervision* – The facilities and grounds will not be made available for community use unless a staff member of Taft Street Coffee or Ecclesia is on duty during the period requested, unless given written permission to the contrary by the Pastor.

### Fees

*Deposit* – A \$100 deposit fee will be assessed at the time of reservation request. The deposit will be refunded if requested at least 30 days prior to your event. A TRRF will not be processed without credit card information. A refund will be issued within 10 business days of event as long as all requirements have been met by organization, group or individual.

*Facility Use* - \$125/hour, minimum 4 hours.

*Setup* – 2 hours before your event will be allotted for setting up, pending approval from Management and/or Elders. This must be indicated on your TRRF. NO EXCEPTIONS! A \$100 setup/teardown fee will be assessed if staff is required to assist.

*Teardown* – Complete teardown and cleanup must be completed no more than 30 minutes after your event ends. A \$20/hour lock-up fee will be assessed for time beyond that.

*Sound* – \$50/min., \$100/max. A Tech Reservation Form must be filled-out at least 10 business days in advance in order for the sound system to be available. NOTE: An Taft Sound Technician is required in order to run sound. Outside technicians are not allowed use of the facility's equipment.

### Security & Parking

Security is at the expense of organization, group or individual. If you will be having more than 100 people at your event, you will need to utilize off-site parking. NOTE: Parking is very limited. There is a small rear lot available behind the building. *It is recommended that security officers (off-duty police officers) be on-hand for most events.*

### About Rental Facilities (Venue and Xnihilo Art Gallery)

*Capacity* – 120

*Standing Room* – 200

*Dimensions* – Gallery 1335 sq ft (30' x 44.50'); Venue 2246.535 (34'9" x 64'6")

### Release of Liability, Waiver of Claims and Indemnity Agreement

*Inconsideration of using the property at 2115 Taft, owned by Ecclesia Church, I hereby agree to the following:*

1. To waive any and all claims that I have or may in the future have against Ecclesia their elders, employees, agents, and representatives -- the Releasees.
2. To release the releasees from any and all liability for any loss, damage, costs, injury or expense that participants suffer or that my next of kin may suffer as a result of being in and using the property at 2115 Taft.
3. To hold harmless and indemnify the releasees from any and all liability for any damage to property, personal injury, any third party, resulting from my/and or the convening organization's participation in the a above described events at 2115 Taft.
4. That the above parties and or convening organization will assume all inherent risks of the above described events that will be held at 2115 Taft.