**APPLICATION FOR USE OF SAINT PAUL'S ANGLICAN CHURCH**

*(hereinafter referred to as the CHURCH)*

**COMPLETING INSTRUCTIONS** (Please read them carefully before completing the application)

1. Please complete all fields with your details or write N/A(not applicable), otherwise your application will be returned as incomplete. Do not delete fields from the application for any reason.

2. The APPLICANT is the person who completes and sends the application to the CHURCH and who undertakes the communication between the User and the Church.

3. The USER is the person, representative of a Company, Organization, Agency, etc. who undertakes to organize, represent the Company, Organization, Agency, etc.

The USER is the person (natural person or legal entity through his/her legal representative) who **signs the Private Agreement**, has **sole responsibility** for the smooth organization and conduct of the agreed project, the provision of valid information, compliance with all instructions given by the Events Coordinator and the Events Supervisor of the Anglican Church, the smooth communication with them, the payment of the agreed rental amount at the agreed project time, as well as the compliance with the terms of the signed Private Agreement for the Use of the CHURCH.

The USER is obliged to always be copied in in all communication with the CHURCH, if he/she is not the APPLICANT himself/herself.

4. The USER or his appointed representative is obliged to be present throughout the agreed project.

5. THE CHURCH reserves the right not to allow equipment (sound, lighting, video recording, photography, stage scenery and other items) to enter the venue, which has not been declared in this application. Make sure that you provide all detailed information.

6. The CHURCH does not host events on Sundays. All bookings can be made after 15.00, Monday-Saturday.

7. All information should be provided ONLY through this application and NOT in separate e-mails. In case of modification/completion of extra data, please resend the modified application.

8. The USER must send the Booking Application to the CHURCH at least one month before the proposed event for its processing. Applications sent in less than one month of the event date may not be served and may be rejected.

9. All personal data given are confidential and for use exclusively by the CHURCH, which complies with the current legislation for the protection of personal data.

*Application form last updated\_ July 2024*

**1# APPLICANT’S NAME**

**2# APPLICANT'S CONTACT DETAILS**

**Phone:**

**Mobile:**

**E-mail:**

**3# USER’S NAME (if different from APPLICANT’S NAME)**

**USER’S Father Name:**

**Phone:**

**Mobile:**

**E-mail:**

**4# NAME OF COMPANY, ORGANIZATION, LEGAL BODY, etc. represented by the USER**

**5# CONTACT DETAILS OF THE COMPANY, ORGANIZATION,LEGAL BODY, etc. represented by the USER**

**Address:**

**Postal code:**

**Area:**

**Telephone:**

**Mobile:**

**VAT number AND Tax Office of Company, Organization, Legal Body, etc.:**

**6# APPOINTED REPRESENTATIVE OF THE USER who is present throughout the agreed project, if the USER is unable to attend**

**Full name:**

**Mobile:**

**7# NAME OF ARTISTS/GROUP OR ENSEMBLE OR OTHER CONTRIBUTORS**

**Web links for further information:**

**8# TOTAL NUMBER OF ARTISTS OR GROUP OR ENSEMBLE OR OTHER PERSONNEL ON STAGE**

**9# NUMBER OF ENTOURAGE(if applicable)**

**10# SELECT EVENT TYPE**

Music □

Theater □

Artistic event/Artwork □

Lecture □

Book presentation □

Event in the garden □

Videography □

Fashion Show □

Photography □

Other (please provide details) □

**11# DESCRIPTION/SUMMARY OF PROPOSAL**

**11# A-For Music, please fill in:**

**Genre of music/musical style:**

**Analytical programme:**

**Musical instruments to be used on stage (type, quantity):**

**Analytical technical audio rider (type, quantity, accessories):**

**Detailed technical lighting rider (type, quantity, accessories):**

**Detailed technical rider for video recording and/or photography (type, quantity, references):**

**Detailed technical stage rider or any other object to be installed indoors or outdoors to serve the visual or audio image of the performance:**

**11# B-For Theatre, please fill in:**

**Short summary of the play:**

**\*Please attach play script to email\***

**Musical instruments - if used on stage - (type, quantity):**

**Detailed technical audio rider (type, quantity, accessories):**

**Detailed technical lighting rider (type, quantity, accessories):**

**Detailed technical rider for video recording and/or photography (type, quantity, accessories):**

**Detailed technical stagerider or any other item will be installed indoors or outdoors to serve the visual or audio image of the performance:**

**11# C-For any other form of event, please fill in:**

**More information about the event:**

**Musical instruments - if used in the space - (type, quantity):**

**Detailed technical audio rider (type, quantity, accessories):**

**Detailed technical lighting rider (type, quantity, accessories):**

**Detailed technical rider for video recording and/or photography (type, quantity, accessories):**

**Detailed technical stage rider or any other object will be installed inside the space or OUTSIDE to serve the visual or sound image of the performance:**

**12# NUMBER AND QUALIFICATIONS OF EVENT’S TECHNICAL STAFF**

**Write down in detail and for each title, the number of the event's technical staff (e.g. 1 sound engineer, 1 usher, etc.):**

**13# DATE OF USE OF THE CHURCH**

**Requested date:**

**Alternative dates in case of unavailability:**

**14# EVENT START TIME/ DURATION**

**Event starts:**

**Event duration:**

**15# REQUESTED HOURS OF USE OF THE CHURCH**

**(PLEASE NOTICE: You can use up to 6 hours of the Church on the event date with the same rental price. For more than 6 hours of use, there is an additional hourly charge)**

**Number of hours of use:**

**Duration of use from… to… (e.g. From 16.00 to 24.00):**

**16# ADDITIONAL REHEARSALS OR PREPARATION TIME IN ANOTHER DATE**

**Please write down the dates and times (number of hours and duration of use) that you would like to make use of the Church for additional rehearsals:**

**17# EVENT TYPE**

**A-If it is a TICKETS event, please fill in:**

**Ticket prices:**

**Ticket Presale Link:**

**Contact number for the public for information and reservations:**

**B-If it is an INVITATION event, please fill in:**

**Link to reserve invitations:**

**Public contact phone number for information and reservations:**

**C-If it is an event with FREE ENTRY AND RETIRING COLLECTION, please indicate YES (\*the retiring collection is donated to the CHURCH):**

**Public contact number for information:**

**D-If it is an event that is not included in the above categories, please state YES and provide details**

**Public contact phone number for information/reservations:**

**18# SPONSORS (ONLY OUTSIDE THE CHURCH)**

**Please indicate if this is a sponsored event by providing information:**

**Sponsors:**

**Products made available to the public by sponsors:**

**Sponsors' advertising/promotional material:**

**Facilities on site from the sponsors (description, type, dimensions, quantity):**

**Sponsors' needs for installation/operation of their equipment:**

**19# CATERING (Food/Drink) (ONLY OUTSIDE THE TEMPLE and ONLY BEFORE THE START OF THE EVENT)**

**Sponsors:**

**Products available from sponsors:**

**Sponsors' advertising/promotional material:**

**Installations on site by the sponsors (type, dimensions, quantity):**

**Sponsors' needs for installation/operation of their equipment:**

**20# TECHNICAL EQUIPMENT STORAGE (\*EXCLUSIVELY FOR REPEATED THEATRICAL EVENTS)**

**Please state if you need to store equipment in the Church (detailed equipment list and storage dates)**

**21# DONATION FEE OF USE FOR THE CHURCH AND DEPOSIT**

The donation fee is agreed after processing the information provided in this application and after checking the availability of the dates.

The deposit does NOT confirm the reservation. The final reservation is made ONLY with the sign up of the Private Agreement and Requirements for Use of the Church between the CHURCH and the USER.

If the deposit is not paid within the deadline given, the CHURCH reserves the right to provide the date to another USER. The deposit is not refunded if cancellation is made within a period of less than one month from the day of use. Any deposit that must be returned by the CHURCH to the USER, but has not been claimed by the USER within one month from the date of cancellation, the CHURCH reserves the right to retain it without further notice.

**The deposti is active and in use ONLY for the current artistic season from October through June.**

**(\*Note: all information must be provided through the application and not in a separate e-mail. Incomplete applications are returned to the applicant/applicant for completion, causing delays in their approval. The USER must send this Application for Use at the CHURCH at least one month before the event. All personal data given is confidential.)**

**I agree and confirm that I have been informed of all the above:**

**YES□**

**NO□**

**22# APPLICATION DATE AND USER NAME**

I **DECLARE** that I have provided all necessary and correct information to reserve the date and use of St. Paul's Anglican Church in Athens for my event as described above.

I **CONSENT** to the processing of the data I have provided, for the purposes of this application.

I **AGREE** that the final reservation will be made after processing and approval of this application, payment of the deposit via bank account and signing of the Private Agreement and all Requirements for Church Use.

**Date of application**

**USER’S signature**

**OFFICIAL USER SEAL**