



The Parish Church of St Luke
 939 Hinman Avenue
 Evanston, IL 60202
 847-475-3630 fx 847-475-7932

Contract for Services

1. Name of Group _____ Today's date _____

2. Address _____

_____ City _____ Zip _____

3. Contact Person _____

Telephone (wk) _____

Telephone (hm) _____

Fax Number _____

Email Address _____

4. Stage Manager or Music Director _____

Telephone (wk) _____

Telephone (hm) _____

Fax Number _____

Email Address _____

5. Purpose for use of facility

6. Space requested: Nave ____ Lady Chapel ____ Great Hall ____ Lower Parlor ____
 Upper Parlor ____ Kitchen/breaks ____ Kitchen/prepare meals ____

7. Rental Dates and Times

Performance date ____/____/____ Show time ____:____ (am/pm) until ____:____ (am/pm)

Performance load-in ____/____/____ Time ____:____ (am/pm) Load-Out ____:____ (am/pm)

Rehearsal date(s) ____/____/____ Start time ____:____ (am/pm) until ____:____ (am/pm)

____/____/____ Start time ____:____ (am/pm) until ____:____ (am/pm)

____/____/____ Start time ____:____ (am/pm) until ____:____ (am/pm)



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8. Total number of performers expected _____

9. Number of audience members expected _____

10. Basic Equipment needed: #Extra chairs _____ Risers _____

Music stands _____ Sound System _____ Main Organ _____

11. Equipment you are bringing in: #Lighting trees _____ Spotlight _____

#Extra chairs _____ #Music stands _____ Sound System _____ A/V _____

Other rentals/equipment _____

**Please include required deposit of \$150.00 upon acceptance of this contract.*

Authorized Signature _____ Date _____

Your Title _____ Deposit Amt Pd _____

Anne B. Fitzpatrick, Executive Assistant / Administrator

St Luke's is not in the business of renting our facilities, however, we believe that the Arts and Music are a gift from God and the performance of these art forms are an important ministry. Therefore, we allow Music/Arts organizations/groups to experience our excellent architectural and acoustical features on a cost-sharing basis. For the safety and security of all, we require that our Sexton be present for all rehearsals and performances.

Use of the Nave (one rehearsal, one performance)	\$ 800.00
Use of the Lady Chapel (one rehearsal, one performance)	250.00
Sexton Fee (security and facility management)	150.00 per performance
Parish Hall (reception), Parlor(s), Kitchen for breaks	50.00 per usage
Kitchen- cooking usage for catered events	100.00 per usage

A Special Reminder: We expect that those who use our facility regard the building as a holy place and communicate this attitude to your performers and audience. Thank you for your consideration.