

Date Request Made _____
 Organization _____
 Contact Person for Event _____
 Good Samaritan Member NO YES
 Organization Address _____

 Email Address _____
 Contact Phone Cell: _____ W: _____
 Description of Event _____
 Day/Date of Event _____ Number of People _____
 Start Time _____ End Time _____

SPECIAL REQUESTS (use fees may apply)	CHECK IF REQUESTED	APPROVED (Office Use Only)	RATE	FEE THIS EVENT
Special Event General Liability Insurance Coverage Required - \$1,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of Insurance Required	Paid by Renter (Due at time of reservation)
Serving Alcohol? (beer/wine only-permit)	<input type="checkbox"/>	<input type="checkbox"/>	Proof of State Banquet Permit Required	Paid by Renter (Due 2 weeks prior)
Serving Food & Beverages?	<input type="checkbox"/>	<input type="checkbox"/>	Not Allowed in Sanctuary	
Use of Church Piano?	<input type="checkbox"/>	<input type="checkbox"/>	\$50/day	
Use of Tableware, Tables, or Chairs	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per set per day	
Use of Recording/Sound System (Church Technician Required)	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per day plus \$25 per hour for technician	
Use of Sound System and Audio-Visual Equipment for Livestreaming and/or Recording (Church Technician Required)	<input type="checkbox"/>	<input type="checkbox"/>	\$100 per day plus \$75 per hour for technician	
Move Sanctuary Chairs (Set-up & return setting done by leasing party)	<input type="checkbox"/>	<input type="checkbox"/>	\$100	

SPACE REQUESTS	CHECK IF REQUESTED	APPROVED (Office Use Only)	RATE	FEE THIS EVENT
Church Sanctuary	<input type="checkbox"/>	<input type="checkbox"/>	\$300/day	
Undercroft	<input type="checkbox"/>	<input type="checkbox"/>	\$250	
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	\$125/day	
Narthex for Small Receptions	<input type="checkbox"/>	<input type="checkbox"/>	\$100	
Kitchen (Use of kitchen, stove & dishwasher only. Leasing party brings other items.)	<input type="checkbox"/>	<input type="checkbox"/>	\$300	

TOTAL FEES FOR THIS EVENT (Due two weeks prior to event)				
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DAMAGE & SECURITY DEPOSIT (Will be returned as appropriate after all fees have been paid & after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of \$500)	\$500 (Due at time of reservation)	
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PLEASE MAKE CHECKS PAYABLE TO: Good Samaritan Episcopal Church

Send payment and deposit to:
 Good Samaritan Episcopal Church
 704 228th Ave NE #286, Sammamish WA 98074

425.868.2123
 Revised Oct 2021