



King's Harbor Church Facility Terms and Conditions

Our goal is to help you plan a successful event here in our King's Harbor Church facility. Please carefully review the information below. You will not be able to submit the outside request for use of our facility without agreeing to these terms and conditions.

The Following Rooms are Available for Reservation

Worship Center

Max Capacity Row Seating = 475

Max. Capacity Round Table Seating = 240

Harbor Room

Max. Capacity Row Seating = 90

Max. Capacity Round Table Seating = 72

West Foyer

This room sits between the Worship Center and Harbor Room and is typically used for food & beverage service for an event taking place in either room. Must be reserved if you intend to utilize that space in any way.

The Cove

A beverage and food serving station outside the west doors of foyer

The Patio

Outside area adjacent to The Cove where tables and chairs can be set up

Room 2

Meeting room with seating for 10

Room 3

Meeting room with seating for 14-16

The Following Resources are Available for Reservation

60" Round Tables (28 total)

6' Rectangle Tables (12 total)

8' Rectangle Tables (3 total)

4' Rectangle Tables (5 total)

100 Cup Coffee Urn (2 total) – YOU provide coffee and condiments

40 Cup Coffee Urn (2 total) – You provide coffee and condiments

40 Cup Urn for Hot Water (2 total)

3 Gallon Beverage Dispensers (2 total) – You provide beverage

Standard blue interlocking chairs (500 total)



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Audio/Visual

AV is available to your group if requested, however, KHC subcontracts this service out and there is \$100 per hour fee that will be paid directly to sub contractor.

The Following Items are Not Provided

- Paper goods
- Serving Utensils
- Chaffing dishes
- Serving Dishes/Platters
- Food Prep Items such as Knives
- Linens
- Ice
- Refrigerator space
- Full service kitchen
- Décor (table cloths or centerpieces)
- Extension Cords

Catering

Catering is encouraged. However, please note that KHC does not have a "full service" kitchen. Side kitchen available with a sink and a small counter for minimal food preparation, however, dishes may not be washed in the KHC kitchen.

Parking

Parking is limited at KHC. Parking in surrounding businesses is prohibited for KHC events. Therefore the following numbers of cars can be accommodated during designated times:

- Monday – Friday 8:00 am – 6:00 pm | Approximately 60 cars
- Monday – Friday 6:00 pm – 10:00 pm | Approximately 80 cars
- Saturday & Sunday | Approximately 80 cars

For events requiring additional parking other than numbers listed above an additional request must be made and event will be approved based on parking approval. Approvals for additional parking are given on a very limited basis. If your event requires additional parking final calendar approval will not be given until parking approval is received.



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Prohibited Items

Please note that the following items are prohibited on the KHC premises:

Alcohol – due to liability purposes

Firearms or Simulated Firearms – this does not apply to licensed security, however, KHC must be made aware of any person who will be carrying a weapon on the premises.

Fireworks

Portable Fire pits

Animals

Smoke Machines or incendiary devices