

## **INFORMATION FOR USING HARVEST CHURCH FOR RECITALS**

- \* Bookings are done by semester. Fall: September thru December  
Spring/Summer: January thru August
- \* Call Kate Smailer at 303-530-4760 or email her [KTSmailer@gmail.com](mailto:KTSmailer@gmail.com) to book your recital.
- \* Kate will place information in the BAMTA Newsletter as to when the church calendar is ready and she is ready to receive requests. This is usually late August/early September and mid January. This varies as all depends on finding a time Kate and the three church groups representatives can meet.
- \* The fee is \$45 for a 3-hour block of time. Your check needs to be made out to BAMTA. A separate check for \$25 needs to be made to Harvest Church as a damage/clean-up deposit. Kate will shred the check if no complaints are received concerning the clean-up. If you wish this check returned, send Kate a self-addressed stamped envelope.
- \* Send Kate your checks - 7333 Windsor Drive, Boulder, 80301 NO LATER than 3 weeks after the day you book your recital. If she does not receive your checks by this date she will open up this block of time.
- \* You can pick up the church key and clean-up check list from Kate the day of your recital. The key and check list will be on her porch in a box labeled BAMTA. After recital you will return key and check-list to the box. Kate lives very close to church.
- \* If you have your own church key there will be check lists in the piano bench. Simply mail check list back to Kate.
- \* Please go over the check list carefully. One item has changed: it is not necessary that you take your own trash home. You can now use the church dumpster.
- \* The church vacuum is usually in the closet by the water fountain in the main hall. However it has been known to disappear so you might want to bring your own.
- \* Please include the BAMTA logo or words Boulder Area Music Teacher's Association on your program for insurance purposes.