

# RENTAL APPLICATION

## LA PURÍSIMA CONCEPCIÓN PARISH HALL

337 South I Street (physical address)

213 West Olive Avenue (Pastoral Center Office)

Hours: Monday-Friday, 9:00 AM to 1:00 PM and 2:00 PM to 5:00 PM

805-735-3068 phone 805-735-7649 fax

If you need assistance on the day you are renting the hall, please call (805) 588-4748

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### RESERVATION

A \$100 DEPOSIT IS NECESSARY TO RESERVE THE DATE FOR YOUR EVENT DUE AT THE TIME THE RESERVATION IS MADE. (Deposit is applied towards your rental fee).

*Please note that the application must be filled out completely in order to process your request.  
Your application will be processed in the order received and is subject to approval.*

### USER INFORMATION

Applicant Name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
(Day) (Evening) (Cell)

Date of Event: \_\_\_\_\_

Time: Include set-up and clean-up: \_\_\_\_\_ to \_\_\_\_\_

Reception Time: From \_\_\_\_\_ to \_\_\_\_\_

### FOR OFFICE USE ONLY

Notes: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval date: \_\_\_\_\_

Entered into calendar by: \_\_\_\_\_

### Security Personnel Required

Starting time: \_\_\_\_\_

Ending time: \_\_\_\_\_

Total number of hours: \_\_\_\_\_

Number of guards needed: \_\_\_\_\_

Amount Total (Including \$22 for one guard for cleaning hour/inspection.): \$ \_\_\_\_\_

# RENTAL FEES

Rental fees are based on the number of people attending

<u>PERSONS</u>	<u>AMOUNT</u>
1-40	\$250
41-99	\$350
100-200	\$450

## INSURANCE

Liability insurance must be purchased in order to use our facility. The cost for insurance is \$125 for a period of 24 hours. This is an Archdiocesan requirement. **THIS FEE MUST BE PAID IN FULL FOURTEEN DAYS PRIOR TO THE EVENT.** This is a non-refundable fee.

## CLEANING/DAMAGE DEPOSIT

A cleaning and damage deposit fee is required for the event. This fee is refundable if facility is left clean and in good condition; *if so, your deposit will be reimbursed a week after your event.*

- \$250 deposit when there is NO alcohol served at the event
- \$350 deposit when alcohol IS served at the event

## SECURITY

- Fee: \$22 per hour per guard. (See section titled Security for complete details).
- Security is required for all private events/receptions (whether alcohol is served or not: this includes the sale of alcohol).
- Security is hired through La Purísima Concepción staff.

**\*\*\*\* All fees must be paid in full fourteen (14) days prior to event\*\*\*\***

### FOR OFFICE USE ONLY

Fees	Payment Amount	Check # or Cash	Date Received and Staff Initials
<b>Hall Rental: (Check one)</b> 1-40 guests    \$250    ____ 41-99 guests    \$350    ____ 100-200 guests    \$450    ____	Deposit: \$ _____		
<b>Insurance \$125</b>			
<b>Cleaning/Damage Deposit:</b> (Check one) \$250 No Alcohol    ____ \$350 With Alcohol    ____			
<b>Security:</b> \$22 per hour per guard How many guards?    ____			

Payment Due By (14 days before event date): \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

## GENERAL POLICIES

- The rental time for the Parish Hall includes set-up, decorating and clean-up. Plan accordingly.
- **Facility is available for guests from the scheduled time in the morning of the day of rental until 11:00 PM**
- **All guests must leave by 11:00 PM. ONLY THOSE CLEANING CAN STAY DURING CLEAN-UP — (11:00 PM TO 12:00 MIDNIGHT) EVERYONE MUST LEAVE THE FACILITY BY 12:00 AM.**  
**NOTE: If your event ends before 11 PM, you must leave the facility at the time you were allotted/agreed to or YOU WILL BE CHARGED TWENTY-FIVE DOLLARS (\$25) FOR EVERY 15 MINUTES AFTER UNTIL THE HALL IS CLEANED AND CLEARED.**
- If there are more guests in attendance than specified in this contract, **YOU WILL BE CHARGED FOR THE ADDITIONAL NUMBER OF PEOPLE AND FORFEIT YOUR DEPOSIT.**
- **No gum is allowed in the Parish Hall.**
- **NO WEDDING/CELEBRATIONS OF LIFE CEREMONIES PERMITTED — RECEPTIONS ARE ALLOWED.**
- If during your event, you or your guests do not abide by the policies stated on this contract for the use of the facility, you will receive **THREE (3)** warnings. On the **FOURTH (4)** warning the event will be shut down and you forfeit your deposit.
- La Purisima Concepcion is not responsible for any items damaged, left behind or stolen (interior/exterior of the hall). This includes parking lot.

## SECURITY

- Events with **LESS THAN 40 PEOPLE** in attendance must have **ONE (1)** security guard/chaperone per hour.
- Events with **41 to 99 PEOPLE** in attendance must have **TWO (2)** security guards/chaperones per hour.
- Events with **OVER 99 PEOPLE** in attendance must have **THREE (3)** security guards/chaperones per hour.
- Security must be on duty from the time the reception begins until it ends (one guard must remain on duty during clean-up time).
- Security personnel must be hired through La Purísima Concepción — **No Exceptions.** Fees for the above are listed on page 2 of this contract.

## ALCOHOL

- If alcohol will be sold (including tickets redeemable for drinks or tickets for dinners that include alcohol). **A TEMPORARY LIQUOR PERMIT IS REQUIRED FROM THE ABC BOARD Or the Alcoholic Beverage Control Board.** We will provide you with a one day application packet for the ABC board. The ABC will then issue your permit.
- **Alcohol permit must be provided to LA PURÍSIMA CONCEPCIÓN NO LATER THAN FOURTEEN (14) BUSINESS DAYS PRIOR TO YOUR EVENT.**
- Anyone serving alcohol **MUST BE 21 YEARS OF AGE. ALCOHOL MAY ONLY BE SERVED TO THOSE 21 AND OLDER — SERVERS MUST CHECK ID'S.**
- **ALCOHOL MUST BE SUPERVISED AT ALL TIMES.**
- **NO UNDER AGE DRINKING ALLOWED:** your event will be terminated if an under age person is verified consuming alcohol.
- **NO DRINKING OUTSIDE THE FACILITY PER STATE LAW.** The event will be shutdown if anyone is drinking outside/parking lot.

## ORIENTATION/KEY PICK-UP

- Users must meet with a parish staff member prior to the rental date for an orientation regarding the use of the hall, that includes cleaning, location of supplies, dumpster, etc.
- Orientation is **MANDATORY** and should be done at time user picks-up facility key.
- If event is on a weekend, you will need to pick up the key from the Pastoral Center on Friday before 4:00 PM. Key must be returned in the mail slot (Pastoral Center) at the end of the evening. **A CHARGE OF FIFTY DOLLARS (\$50) PER DAY IS LEVIED FOR THE LATE RETURN OF THE KEY.**

## POST-INSPECTION

- A parish staff representative will inspect the facility after rental to verify that the premises were left in good condition, and/or appraise any damage that may have occurred. The organization or individual responsible will be forbidden to use the building until restitution is made to cover necessary repairs and services. **CLEANING DEPOSIT WILL BE REFUNDED AFTER APPROVAL FROM THE PARISH STAFF VERIFYING THAT THE BUILDING WAS LEFT IN GOOD CONDITION.**
- **USERS WILL BE LIABLE FOR ANY DAMAGE TO PROPERTY.**

## CANCELLATIONS

If the user cancels a reservation more than fourteen (14) days in advance, the deposit and any fees paid will be refunded. **IF A RESERVATION IS CANCELLED LESS THAN FOURTEEN (14) DAYS OF THE EVENT, THE FULL CLEANING DEPOSIT WILL BE FORFEITED.**

## CLEANING

- User (s) is responsible for leaving the building clean by 12:00 AM OR allotted time (as signed & agreed to in contract) including restrooms and outside the facility (cigarette butts, debris, trash, etc.)
- **GUM MUST BE REMOVED FROM FLOOR.**
- If cleaning is not completed by 12:00 AM or allotted time (as signed & agreed to in contract), **THERE WILL BE A TWENTY-FIVE DOLLAR (\$25) CHARGE FOR EVERY FIFTEEN (15) MINUTES UNTIL THE HALL IS CLEANED AND CLEARED.**
- Cleaning deposit may be picked up at La Purísima Concepción Pastoral Center seven (7) days after your event. You may have it mailed to you if you prefer. Please confirm the address is correct on page 1 if being mailed.

## TABLES AND CHAIRS

- **SETTING UP THE FACILITY** is the users **RESPONSIBILITY.**
- Tables **MUST BE PUT BACK ACCORDING TO THE ATTACHED DIAGRAM.**
- Tables and chairs will be checked for damage. Repairs will be assessed against the cleaning deposit.
- **NO SITTING OR STANDING ON TABLES/CHAIRS.**

## INTERIOR DECORATING

NO DECORATION ON WALLS. NAILS, TACKS AND STAPLES ARE **PROHIBITED.** PLEASE ENSURE THAT ALL YOUR DECORATIONS ARE COMPLETELY REMOVED FROM FACILITY BEFORE YOU LEAVE.

## CHILD ETIQUETTE

- **CHILDREN MUST BE SUPERVISED** AT ALL TIMES.
- Users are liable for any damage to property caused by children
- Children playing on the **PLAYGROUND MUST BE UNDER ADULT SUPERVISION AT ALL TIMES.**
- **Minors under the age of 18 are not allowed outside without adult supervision.**
- No MINORS **ALLOWED** in the kitchen **AT ANY TIME.**
- You will receive **THREE (3)** warnings. On the **FOURTH (4)** warning the event will be shut down.

## KITCHEN

- Food must be disposed of in trash cans. No food left in sinks/trash cans. **DO NOT LEAVE ANY TRASH IN THE BUILDING.** Trash must be removed and emptied out. Use the dumpsters outside the back of the hall.
- Refrigerators in kitchens may be used space permitting. Once your event is done, please take **ONLY** what you brought. NOTE: this facility does **NOT** guarantee the use of the refrigerators, please plan accordingly.
- Food found on counters or in refrigerators is not to be disturbed or used.
- If you used any of the kitchenware/utensils that belong the facility, please make sure you clean them and return them where you found them.
- If you brought your dishes, please remember to take them home with you.
- Items in cupboards are **NOT** for the use of your event. They belong to parish groups.
- If you would like to use the griddle, BBQ Pit, or round tables, please ask the Pastoral Center staff for approval.
- If when you arrive, the day of your event, you find the hall in an unacceptable condition, please call the business manager at (805) 588-4748.

## OTHER PROVISIONS

- User may utilize owner's electronic equipment (audio/visual equipment located in the audio/visual cabinet and hall stage) at User's own risk. Owner makes no representation that said electronic equipment is suitable for user's needs. User hereby releases owner from any and all liability for any malfunction of said electronic equipment or user's inability to operate it."

## RIGHTS RESERVED

**We reserve the right to refuse your rental application. Under special circumstances we reserve the right to cancel your reservation with adequate notice, in which case your fees and deposits will be fully refunded.**

**Failure to comply with any of the rules or items in this contract made with La Purísima Concepción Catholic Church may result in the closing of this event and forfeit your deposit. This must be read and signed by the user prior to being issued a key to the Parish Hall.**

\_\_\_\_\_

User's Name (please print)

\_\_\_\_\_

User's Signature

Date

\_\_\_\_\_

Staff Member's Name

\_\_\_\_\_

Staff Member's Signature

Date