Saint Aloysius Hall Rental

70 School St, PO Box 66, Point Arena CA 95468

Reservations Manager: 707-882-1734

Email: 33trinityhall@gmail.com

RENTAL AGREEMENT TERMS

PLEASE INITIAL:

All pertinent documents on checklist must be dated, signed, and returned to (Saint Aloysius Parish) no later than fourteen (14) days prior to any scheduled event.

____ FEES: Rental Fees and Security Deposits (made as separate checks) are due not later than fourteen (14) days prior to the scheduled event in order to guarantee the requested date. ____ SECURITY DEPOSIT: This deposit is to ensure that St. Aloysius Hall is left in clean condition. Failure to leave the hall, kitchen and/or grounds clean, as

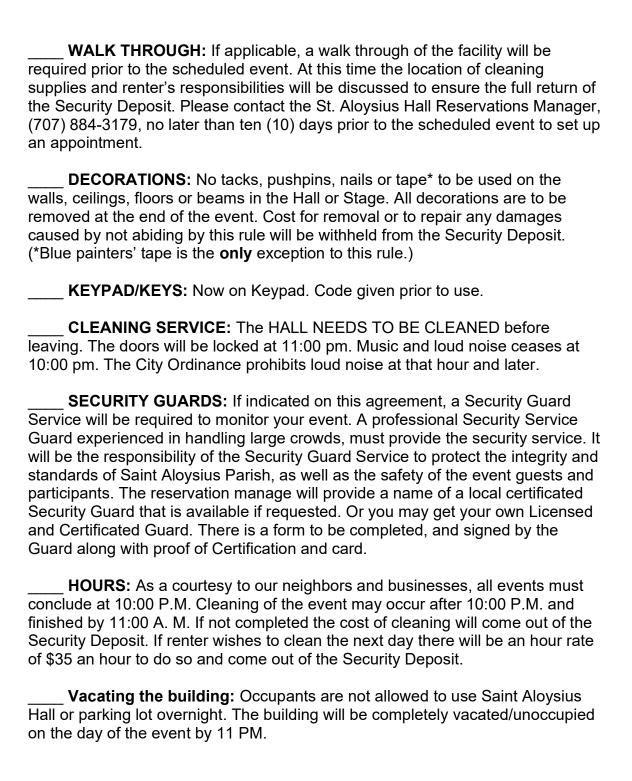
outlined in the Cleaning Checklist For Renters (and Renter Instructions), will result in the loss of part or all of your deposit. A rate of \$35.00 per hour (minimum) cleaning fee will be withheld from the Security Deposit. Any damages to the facility will also be withheld from the Security Deposit.

_____INSURANCE: If required* a Certification of Special Event Insurance/

Endorsement must be received by no later than fourteen (14) days prior to scheduled event. (*If alcohol is being served, Insurance IS required.) This document can be obtained through your personal or business insurance agent. It is required that St. Aloysius is named as the Certificate Holder, and must include the date of the event. The rate of insurance must be no less than \$300,000.

____ CANCELLATION POLICY: Cancellation of your scheduled event must be received within seven (7) days of the reserved date. Failure to do so will result in a \$25 service fee. All cancellations must be phoned in to the St. Aloysius Hall Reservations Manager.

Saint Aloysius Catholic Parish Hall, 501 (c) (3) Non-Profit Community3
Organization



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Please indicate that you understand each paragraph by initialing on the line provided.
The following documents are required prior to reserving the Saint Aloysius Parish Hall facilities. Documents must be received no later than fourteen (14) days prior to the scheduled event.
Rental/Deposit Fees
Insurance
Signed and dated Rental Agreement Forms Security Guard required for your event:
x
(Fill in above) Security Guard Service contact name and telephone number

Saint Aloysius Hall, 501 (c) (3) Non-Profit Community Organization 2

Saint Aloysius Parish

Reservations Manager: 707-882-1734 Email: <u>33trinityhall@gmail.com</u> Website: https://staloysiuscatholicchurch.org/ Rental email: pwade7oschoolst@gmail.com

Trinity Hall Rental Instructions

- No smoking in the hall or within 15 feet of any door or window
 Grounds outside must be left free of cigarettes and litter
- Furniture is not to be removed from the hall
- Alcohol If sold at event, requires Temporary Liquor
 Permit Insurance Certificate covering sale of alcohol
- Sound curfew: 10:00 pm
- Guests are expected to respect property rights and rights to quiet of neighbors
- Monitor parking lot during and after event for excessive noise
- NO FIRES!NO CANDLES!
- Cleaned, folded, stacked and returned to original storage areas
 No nails, pins or tacks in walls or ceilings
- Use blue painters' tape only, completely removed and area cleaned of adhesives

- Hardwood swept (and damp mopped, if necessary)
 Kitchen floor swept (and damp mopped, if necessary)
 Note: Help us preserve hardwood floors: use caution at all times. Mop must be cleaned and rinsed. Mops are to be left spread to dry.
- Counters, sinks, refrigerator cleaned
- Dishes, cookware, utensils (etc.) washed, returned to original storage areas Stove turned off and cleaned; coffee machines unplugged
- NO FOOD left in kitchen without prior approval
- Completely removed from Center
- All Center trash cans relined
- Remove all trash from the Trinity Hall
- All Trash & Recycle bottles and cans Completely removed from Trinity Hall
- Heat turned off
- All lights turned off
- All doors & windows closed & locked

Saint Aloysius Catholic Parish Hall,501 (c) (3)

Non-Profit Community 3 Organization