

**Saint Aloysius Hall Rental**  
*70 School St, PO Box 66, Point Arena CA 95468*  
*Reservations Manager: 707-882-1734*  
*Email: [33trinityhall@gmail.com](mailto:33trinityhall@gmail.com)*

## **AGREEMENT**

St. Aloysius makes the rental of Trinity Hall available to organizations and persons whose purpose and activities are compatible with those of St. Aloysius, at the sole discretion of its Pastor. St. Aloysius also reserves the right to refuse the rental, or to make future revisions to this rental agreement, in accordance with the discretion of its Pastor.

Saint Aloysius is not responsible for accidents or injury to renters, guests, visitors, or any other persons, or for the loss of money or valuables of any kind. Renters agree to release and discharge Saint Aloysius from any claims made in connection with accident, injury or loss on the Trinity Hall premises.

Occupancy: Maximum occupancy for the Saint Aloysius is not to exceed

**200** people in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

## **RENTAL TERMS**

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.

### **PLEASE INITIAL:**

\_\_\_\_ **FEES:** Rental Fees and Security Deposits (Cashier checks or Postal Money Orders) are due no 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 & 50+ or more people are attending, Insurance IS required.**) This document is included in the packet. 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. A fee of \$95.00 will be added to the Rental Fee for the Insurance Policy.

\_\_\_\_ **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 at (707) 882-1734.

\_\_\_\_ **WALK THROUGH:** If applicable, a walk through of the facility will be required prior to the scheduled event. At this time the location of cleaning supplies and renter's responsibilities will be discussed to ensure the full return of the Security Deposit. Please contact the St. Aloysius Hall Reservations Manager, (707) 882-1734, no later than ten (10) days prior to the scheduled event to set up an appointment. [Pwade70schoolst@gmail.com](mailto:Pwade70schoolst@gmail.com)

\_\_\_\_ **DECORATIONS:** No tacks, pushpins, nails or tape\* to be used on the walls, ceilings, floors or beams in the Hall or Stage. (There are permanent tack strips that may be used, however.) All decorations are to be removed at the end of the event. Cost for removal or to repair any damages caused by not abiding by this rule will be withheld from the Security Deposit. (\*Blue painters' tape is the **only** exception to this rule.)

\_\_\_\_ **KEYPAD:** Now on Keypad. Code will be given no more than fifteen (15) minutes prior to the contracted time use.

\_\_\_\_ **CLEANING SERVICE:** The reservation manager can provide a cleaning service for your event at an hourly rate of \$35. If you request this service, please notify Reservations Manager for references in advance of event.

\_\_\_\_\_ **SECURITY GUARDS:** If indicated on this agreement, a Security Guard Service will be required to monitor your event. A professional Security Service Guard experienced in handling large crowds, must provide the security service. It will be the responsibility of the Security Guard Service to protect the integrity and standards of Saint Aloysius Parish, as well as the safety of the event guests and participants. The reservation manager will provide a name of a local certificated Security Guard that is available if requested. Payment for the Security Guard is between the “Renter” and the “Certificated Securiy Guard”.

\_\_\_\_\_ **HOURS:** As a courtesy to our neighbors and businesses as well as compliance with **City Ordinances all loud music and noise must conclude at 10:00 P.M.** Cleaning of the event may occur after 10:00 P.M. but must end by 11:00 P.M. Building vacated no later than 11:00 PM.

\_\_\_\_\_ **Vacating the building:** Occupants are not allowed to use Saint Aloysius Hall or parking lot overnight. The building will be completely vacated/unoccupied on the day of the event by 11 PM.

*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

\_\_\_\_\_ 501(c)(3) – Non-Profit

\_\_\_\_\_ Signed and dated Rental Agreement Forms Security Guard required for your event:

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(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: pwade70schoolst*

*Website: <https://staloyiuscatholicchurch.org/>*

### **RENTAL RATES**

\$30 an hour without use of Kitchen - \$35/\*\*hour with use of Kitchen

#### **ALL DAY RENTAL (8AM-10PM):**

\$400.00 without Kitchen use - \$450 with use of Kitchen

**OUTSIDE AREA** (No use of Hall and facilities): **not permitted**

#### **ALCOHOL:**

SECURITY GUARD required for all events hosting 50+ guests with ALCOHOL served.

#### **CONTACT ST. ALOYSIUS PARISH CHURCH FOR RENTAL RESERVATIONS MANAGER**

**ST. ALOYSIUS CHURCH 70 School Street,  
P. O. Box 66 Point Arena, California 95468**

**Reservation Manager 707-882-1734**

**Email: [33trinityhall@gmail.com](mailto:33trinityhall@gmail.com)**

**Please include your email or voicemail rental request:**

**Your first and last name**

**Email address and phone:**

**Rental Day(s), times, and dates(s) requested**

**Your questions for Reservations Manager**