

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

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 (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.

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Organization*

_____ **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.

_____ **DECORATIONS:** No tacks, pushpins, nails or tape* to be used on the walls, ceilings, floors or beams in the Hall or Stage. 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/KEYS:** Now on Keypad. Code given prior to use.

_____ **CLEANING SERVICE:** The HALL NEEDS TO BE CLEANED before leaving. The doors will be locked at 11:00 pm. Music and loud noise ceases at 10:00 pm. The City Ordinance prohibits loud noise at that hour and later.

_____ **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. Or you may get your own Licensed and Certificated Guard. There is a form to be completed, and signed by the Guard along with proof of Certification and card.

_____ **HOURS:** As a courtesy to our neighbors and businesses, all events must conclude at 10:00 P.M. Cleaning of the event may occur after 10:00 P.M. and finished by 11:00 A. M. If not completed the cost of cleaning will come out of the Security Deposit. If renter wishes to clean the next day there will be an hour rate of \$35 an hour to do so and come out of the Security Deposit.

_____ **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.

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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 Parish

Reservations Manager: 707-882-1734

Email: 33trinityhall@gmail.com

Website: <https://staloyusiuscatholicchurch.org/>

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**

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