

Saint Aloysius Hall

70 School St, PO Box 66, Point Arena CA 95468 Reservations Manager: 707-882-1734

Email: 33trinityhall@gmail.com

Renter's Name: _____ Phone: _____

Address: _____

City, State & Zip Code: _____

Email: _____

Date of Event: _____ Type of Event: _____

Time of Event: _____ to _____ Approx.# of Participants: _____

Use of Kitchen: Yes or No _____

Rental Policies & Agreement Terms

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

Please indicate that you understand each paragraph by initialing on the line provided.

_____ **CANCELLATION POLICY:** Notice of cancellation must be received no later than **seven (7) days** prior to the scheduled event date. Failure to provide timely notice will result in a **\$25.00 service fee**. All cancellations must be communicated by phone to the Saint Aloysius Hall Reservations Manager.

_____ **CLEANING REQUIREMENTS:** The hall must be thoroughly cleaned prior to departure. Doors will be locked at **11:00 PM**. Music and loud noise must cease by **10:00 PM** in compliance with City Ordinance regulations prohibiting loud noise at that hour and thereafter.

_____ **DECORATIONS:** No tacks, pushpins, nails, or tape may be used on the walls, ceilings, floors, beams, hall, or stage. All decorations must be removed at the conclusion of the event. Any costs associated with removal or repairs due to failure to comply with this policy will be deducted from the Security Deposit. (*Blue painter's tape is the only exception.*)

_____ **FEES:** Rental Fees and the Security Deposit must be submitted as **separate checks** and are due no later than **fourteen (14) days** prior to the scheduled event in order to guarantee the requested date.

_____ **HOURS:** As a courtesy to our neighbors and surrounding businesses, all events must conclude by **10:00 PM**. Cleaning may occur after 10:00 PM but must be completed by **11:00 PM**. If cleaning is not completed by that time, the cost of additional cleaning will be deducted from the Security Deposit. If the renter requests to complete cleaning the following day, a fee of **\$35.00 per hour** will be charged and deducted from the Security Deposit. All music must end by **10:00 PM**, and the hall must be completely vacated by **11:00 PM**. Failure to comply with these requirements will result in the **automatic forfeiture of the Security Deposit**.

_____ **INSURANCE:** If required*, a Certificate of Special Event Insurance/Endorsement must be received no later than **fourteen (14) days** prior to the scheduled event. (*Insurance is required if alcohol is being served.*) The certificate must be obtained through the renter's personal or business insurance provider, list **Saint Aloysius** as the Certificate Holder, include the event date, and provide coverage of no less than **\$300,000**.

_____ **KEYPAD / KEYS:** Facility access is provided via keypad. The access code will be issued prior to the scheduled event.

PARISH MASS REQUEST: Please be aware that during Parish Mass times (Saturday at 7:00 PM and Sunday at 9:00 AM), we ask that all renters and guests respectfully observe a minimum one-hour quiet period. Although we understand that you may not be in control of all outside noise, we do ask that every reasonable effort be made to keep outside noise to a minimum and indoor music volume significantly lowered during this time.

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PARKING : One driving lane must remain clear to allow vehicles to enter on the right side of the hall, around the back of the building, and exit on the left side.

SECURITY DEPOSIT: The Security Deposit is required to ensure that Saint Aloysius Hall is left in clean, orderly, and undamaged condition. Failure to leave the hall, kitchen, and/or grounds clean, as outlined in the *Cleaning Checklist for Renters* and *Renter Instructions*, may result in partial or full forfeiture of the Security Deposit. A cleaning fee of **\$35.00 per hour (minimum)** will be deducted from the Security Deposit if additional cleaning is required. Any damages to the facility will also be deducted from the Security Deposit.

All music must end by **10:00 PM**, and the hall must be completely vacated by **11:00 PM**. Failure to comply with these requirements will result in the **automatic forfeiture of the Security Deposit**.

SECURITY GUARDS: If indicated in this agreement, professional security services are required for the event. The Security Guard Service must be **licensed, certified, and experienced** in managing large crowds. Security personnel are responsible for maintaining the integrity and standards of Saint Aloysius Parish, as well as ensuring the safety of all guests and participants.

The Reservations Manager may provide contact information for a local certified Security Guard upon request, or the renter may secure their own licensed and certified service. A security form must be completed and signed by the guard, along with proof of certification.

VACATING THE BUILDING: The building must be completely vacated and unoccupied by **11:00 PM** on the day of the event. Overnight use of Saint Aloysius Hall or the parking lot is not permitted. Failure to vacate the premises by 11:00 PM will result in the **automatic forfeiture of the Security Deposit**.

WALK-THROUGH: If applicable, a walk-through of the facility is required prior to the scheduled event. During the walk-through, the location of cleaning supplies and the renter's responsibilities will be reviewed to ensure eligibility for the full return of the Security Deposit. The renter must contact the Saint Aloysius Hall Reservations Manager at **(707) 882-1734** no later than **ten (10) days** prior to the event to schedule an appointment.

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 _____
- Security Guard Name: _____

Signature: _____

Date: _____

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Agreement Signed Security Deposit Insurance Check for ___ hrs x ___ total _____ Security Guard