ST. ANNE CULTURAL AND SOCIAL EVENTS CENTER

850 JUDAH ST. SAN FRANCISCO, CA 94122

Director: Ken DelPonte Cell Phone: (415) 902-2040 Fax: (415) 665-1603

Facilities Rental Contract

Renter's Information

Group _____

Contact _____ Tel. _____

Address _____ Fax _____

City_____ State_____ Zip_____

Can your organization supply proof of a 501© 3 or a 501© 4 income tax exempt status?

Yes ___ No___

Can your organization supply proof of liability insurance of a least $1,000,000?

Yes ___ No___

Are you a registered parishioner of Saint Anne of the Sunset?

Yes ___ No ___

Event Information

Event Date: _____

Starting and Ending Times: _____ *Access Time:*_____

Room(s) Rented: ____ Moriarty Hall
____ Hall Kitchen
____ Gym
____ Cliff Heintz Room
____ 1390 Room
____ Multi-Cultural Room

Estimated Number of People____

Will food be served? Yes ___ No____

Will any alcoholic beverages be served? Yes ____ No ____

Policies and Procedures *(revised **1/15/11**)*

These Policies and Procedures are an extension of the Rental Contract and are designed to give the user of the Saint Anne Cultural and Social Events Center (hereinafter "SACSEC") a clear and descriptive impression of the Contracting Party's responsibilities and the operational guidelines of the facility.

A. Fees and Payments

1. Deposits

A refundable deposit of $500 for securing a reservation is mandatory.

All deposits are refunded in full if, upon an inspection after the event, the facilities and equipment are found to be free of damage or theft and the Contracting Party has turned off all lights, faucets, and appliances and has seen that all doors, gates, and the parking lot gate are closed and locked behind them when they leave.

2. Payment Date

The Contracting Party agrees to pay 100% of the fees and charges no later than 30 days prior to the event.

3. Cancellation Policy

Either party may cancel this agreement at any time, for any reason, provided the canceling party provides a dated, written request for cancellation to the non-canceling party. To receive a full refund, notice of cancellation must be received at least thirty (30) days prior to the event. Cancellation made less than thirty days prior to the event will be charged one half of the room rental fee. Reservation cancelled less than 48 hours before the event will be charged the full rental fee.

4. Discounts

Discounts of 15% of the basic rental fee are available to non-profit organizations having what is known as a 501© 3 or a 501© 4 income tax exempt status.

Parishioners who are registered members of Saint Anne may rent the facilities for a private function at a 20% discount.

B. Set-up, Break-down, and Clean-up

SACSEC maintains a basic inventory of tables, chairs, and trash receptacles, and public address microphones that are included in the rental fee.

The desired floor-plan must be submitted to and approved by the Director of SACSEC by the Contracting Party at least one week prior to the event. When the contract is signed, SACSEC and the Contracting Party will set the hours of access for bringing in flowers, food, etc.

Whenever food is served at an event in the Hall at which there are 100 or more attendees, a $300 set-up/break-down/clean-up fee is mandatory. This mandatory fee is $350 when, in addition to Moriarty Hall, the Contracting Party rents the Kitchen, the Gym, **or** a meeting room. The mandatory fee is $400 when, in addition to Moriarty Hall, the Contracting Party rents two or more facilities for one event (i.e. the Hall **and** the Kitchen **and** the Gym.)

If no food is served or if there are fewer than 100 attendees, there is a mandatory set-up/break-down/clean-up fee of $200.

This mandatory fee is $100 if the Gym alone is rented.

The Contacting Party must deposit all waste into garbage receptacles that the Staff will provide and must separate the waste into three categories: Trash, Recyclables, and Compost. At the immediate conclusion of the event, the Contracting Party is responsible for

- Clearing and stripping all tables.
- Removing all decorations, flowers, and balloons from St. Anne property.
- Removing all food and/or equipment from St. Anne property.
- Turning off all lights, faucets, and any appliances that the Contracting Party has turned on.
- Closing and making sure that all doors to the outside are locked.
- Closing all gates and closing and locking the gates to the parking lot.

C. Music

Loud and/or amplified music is prohibited on Saturdays from 4 p.m. to 6 p.m. and whenever there is a Mass, wedding, baptism, or prayer service being held in the Church.

Loud and/or amplified music can begin no earlier than 10 a.m. and must cease no later than midnight.

D. Safety

All public access areas, entrances, exits, corridors, doorways, and/or other doorways shall not be impeded or obstructed by Contracting Party, sub-contractors, or guests. Any vehicles, material, or equipment in fire lanes or blocking exits will be removed at Contracting Party's expense. Any and all unsafe conditions or activities will be terminated immediately. SACSEC reserves the right to remove any objectionable, disorderly, or disruptive person(s) from the facility and/or leased premises.

E. Damages/Defacement of Property

Contracting Party is responsible for all damages as well as reporting all damages that occur as the result of the negligence or actions of Contracting party's staff, agents, contractors, sub-contractors, invitees and guests throughout move-in, event, and move-out periods. The cost of any repairs to the SACSEC facility, including its kitchen and parking facilities, its restrooms and/or its equipment, are the Contracting Party's responsibility, but SACSEC will make the repairs.

Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to any column, doorway, or wall within the SACSEC facility. Costs associated with the removal of tape, staples, decals, etc. are the responsibility of the Contracting Party.

F. Liquor

If alcoholic beverages are sold, the Contracting Party must use the Bar, pay a fee of $100, and also obtain a temporary liquor license. The fee for access to the keg system of the bar is $50.

G. Insurance

Liability insurance that is purchased from the Archdiocese is required for each Contracting Party that is not an organization of Saint Anne's Parish or of the Archdiocese. Non-profits must purchase this insurance if they cannot provide proof of their own liability insurance to the amount of $1,000,000. The cost of this insurance is:

For 1-100 Attendees, $125 per day, but $200 if liquor is served.

For 101-500 Attendees, $155 per day, but $340 if liquor is served.

2011 Rental Fee Schedule

Moriarty Hall *(For banquets of up to 300 people)*
8 a.m. – Noon $480
1 p.m. - 5 p.m. $480
6 p.m. – Midnight $680
6 p.m. - Midnight (Saturday) $800
Buyout of Space $1385
Buyout of Space (Saturday) $1525
Gymnasium *(Adjoining the Hall, can be used for sports or extra banquet room)*
8 a.m. – Noon $220
1 p.m. - 5 p.m. $220
6 p.m. – Midnight $330
Buyout of Space $650
Cliff Heintz Room *(Adjacent to the Hall stage and ideal for 30-40 people)*
8 a.m. – Noon $120
1 p.m. - 5 p.m. $120
6 p.m. – Midnight $180
Buyout of Space $350
1390 Room *(In the basement of the rectory and ideal for 30 people)*
8 a.m. – Noon $96
1 p.m. - 5 p.m. $96
6 p.m. - Midnight $144
Buyout of Space $275
Multi-Cultural Room *(In the basement of the rectory and ideal for 25 people)*
8 a.m. – Noon $80
1 p.m. - 5 p.m. $80
6 p.m. – Midnight $120
Buyout of Space $230

Rates shown above are for **a minimum of four hours** and do not include set-up or cleaning fees. Contracting Party is charged for any additional hours.

Hours of access to the facilities by the Contracting Party prior to the event (for decoration, delivery of supplies, etc.) are free and subject to availability. However, any Contracting Party wishing access time in the facilities **prior to the day of their event** is charged a rental fee for that time.

For **partial use of the kitchen** (access to counters, storage racks, ice machine, coffee maker, refrigerators, and sinks) in Moriarty Hall, there is an additional flat fee of $150.

For **full use of the kitchen** (all of the above plus option to use the stove, ovens, griddle, grill, and/or automatic dishwasher) in Moriarty Hall, there is an additional flat fee of $300.

For **dismantling and setting up the break-away wall** separating Moriarty Hall from the Gym, there is an additional flat fee of $250. Only designated SACSEC personnel may do this.

Fees, Deposit, Insurance

Rental Fees

for Moriarty Hall _____

for Moriarty Hall Kitchen

Partial Use _____

Full Use _____

for the Gym _____

for the Cliff Heintz Room _____

for the 1390 Room _____

for the Multi-Cultural Room _____

Banquet Wall Take-down/Set-up Fee _____

Set-up/Break-down/Clean-up Fee _____

Equipment Rental _____

Total Fee $_____

*(Payable to **Saint Anne of the Sunset**)*

Date Due: _____

A **$500 Damage Deposit** is due when the contract is signed.

*(Payable to **Saint Anne of the Sunset**)* Date Deposit received_____

If the Contracting Organization does not provide Proof of Liability Insurance *at least 30 days before the event*, liability insurance must be purchased from the Archdiocese of San Francisco.

Cost of Liability Insurance _____ Date Insurance Due: _____

*(Payable to **Archdiocese of San Francisco**)*

I, the undersigned, have read the above and agree to comply with all terms and conditions.

Signature of Responsible Party_____ Date_____

Signature of Pastor or Parish Administrator_____ Date_____