

**HOPE LUTHERAN CHURCH
PARISH HALL CONTRACT**

55 San Fernando Way, Daly City, Ca 94015 (650-991-4673)

Date of Event _____ SATURDAY SUNDAY

Number of people: up to 100 150 200 250

Hall Preparation Time: _____ to _____ Party Time: _____ to _____

Purpose for use of Parish Hall: _____

Name: _____

Address: _____ City: _____ State: _ Zip: _____

Telephone Cell _____ Work _____

Security Guard(s) is required on site during party time for teenager party. _____

USE OF PARISH HALL **Total 7 1/2 hours** \$ _____

(up to 3 hours prep. time, 4 hours party time, 1/2 hour cleanup time)

Fee (Includes custodian, use of kitchen, tables and chairs)

SECURITY DEPOSIT \$500.00 \$ _____

> Charge for Parish Hall for one extra hour of reception \$120.00 \$ _____

> Set-up fee for above basic 3 hours is \$20.00 per hour \$ _____

TOTAL DUE \$ _____

Security Deposit Due Date: _____ \$ _____

DATE BALANCE DUE BY: _____ \$ _____

Return white copy of contract to Hope Lutheran Church with your Security Deposit. Retain blue copy for your records.

- > **Cancellation Policy:** If you cancel your hall reservation at any time after your reservation deposit has been received, a cancellation fee of \$100.00 will be assessed. Reservations cancelled less than 30 days before your event will forfeit the entire payment. _____
- > A charge of \$25.00 will be levied upon a customer whose check is returned by the bank as not collectible. _____

For Office use only

Security Deposit Refund (Customer's Name)	Check #	Date	Amount
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Custodian	Check #	Date	Amount
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INFORMATION FOR CUSTODIAN: _____

REGULATIONS AND RESPONSIBILITIES
FOR USE OF THE PARISH HALL
PLEASE READ AND INITIAL ALL RULES

Date of event: _____

Preparation time: _____ to _____

Party time: _____ to _____

Clean-up time _____ to _____

Number of guests: _____

PLEASE READ AND INITIAL ALL RULES

Cancellation Policy: If you cancel your hall reservation at any time after your reservation deposit has been received, a cancellation fee of \$100.00 will be assessed. Reservations cancelled less than 30 days before your event will forfeit the entire payment. _____

If you under estimated the number of guests at the party, or the party goes over the allotted time, Hope Lutheran Church is to be compensated as follows:

The cost for additional people/time is \$170.00 per hour, which is to be paid in cash only to the Hall Manager. _____ **Time extension cannot exceed two hours and is not allowed past 11:00 p.m.**

The Parish Hall comes "AS IS". Please protect the building, floors and all facilities being used. You must bring your own supplies for decorating. Only masking tape may be used to decorate. Please, no staples, tacks, nails or scotch tape. It is the responsibility of the signer to inform decorators of the rules regarding decorations. _____

Use of the Loft is not included and removal of equipment from the loft is prohibited. _____

For your safety, decorations may not be placed any higher than one can reach and decorations may not be placed on light fixtures. _____

All decorations must be removed, all tables must be wiped clean, garbage placed in outside garbage bins (this includes all beverage containers including cases), refrigerator emptied and cleaned, and kitchen left in the condition it was found. _____

Garbage cans, recycling bins and liners will be provided however the signer of this contract must provide their own cleaning materials. _____

Oil or grease is not to be poured down the drain. _____ (*refer to regulations regarding disposal of oil/grease posted in the kitchen*)

Violation of cleanup and cleanup time will result in forfeiture of the security deposit.
Rules for the kitchen are posted on kitchen cupboard. _____

The signer of this contract will assume full responsibility for injuries to persons, damage to church buildings, church property and equipment during use of the church, hall and premises. Included in this responsibility are repairs or additional cleaning needed, arising out of activities of guests, incurred on the church premises, including the parking lot. Additional costs incurred by Hope Lutheran Church for damages, repairs and/or cleaning will be deducted from your security deposit. If damage is more than your deposit, Hope Lutheran Church will be compensated for the difference. _____

VEHICLES ARE NOT ALLOWED PAST THE PARKING LOT. A platform cart is available for transporting of food, supplies and equipment. _____

If this is not a "Young Peoples" party we allow beer and wine/champagne however, we prohibit the use of HARD LIQUOR. The responsibility for control of such beverages rests with the person applying for the facilities. _____

If this is a "Young Peoples" party (under age 21) no alcoholic beverages are allowed to be served to minors as specified by California State Law. The signer of this contract is required to hire a uniformed security guard. **It is the responsibility of the signer of this contract and the uniformed security guard to disperse beverages in compliance with California State Law.** _____

Flowers, rice, birdseed and/or confetti are not allowed to be thrown on the premises whether in or out of the building. Confetti is prohibited to be used as decorations, etc. on tables. _____

The Hall Manager will be on site during the entire time of your party, including preparation time. He will oversee the party to make sure that regulations are followed and enforced. Any problems that arise will be handled by the Hall Manager and his rulings will be final. _____

Law prohibits smoking in the buildings. _____

A charge of \$25.00 will be levied upon a customer whose check is returned by the bank as not collectible.

Violation of any of the regulations/responsibilities listed above will result in the forfeiture of your security deposit. _____

I HEREBY AGREE to the above regulations and responsibilities for the use and care of Hope's facilities.

Date Signature of Applicant

Security Deposit Due Date Balance Due Date

Date contract executed Hospitality Manager/Secretary

Make checks payable to HOPE LUTHERAN CHURCH HOSPITALITY COMMITTEE and return white copy to Hope Lutheran Church, Attention: Hospitality Manager, 55 San Fernando Way, Daly City, Ca 94015

Thank you for selecting Hope Lutheran Church Parish Hall as the site to hold your special event.