

Holy Family Facilities Rental Agreement



Today's Date: _____

Community Center Rental	\$2500
Youth Hall	\$
Security	\$
Refundable Cleaning Deposit	\$1,500.00
Total	\$

Event Type: _____

Event Date & Time: _____

Outside User Name: _____

Phone: _____

Email: _____

Address: Street: _____

City: _____ Zip Code: _____

User Signature: _____

Parish Representative: _____

Deposit Taken: \$ _____ Date: / / **Balance Due: \$** _____

Payment Made: \$ _____ Date: / / **Balance Due: \$** _____

Balance Due Date: _____

How many Security Guards Needed? _____

Security Scheduled on: _____ Cleaning Scheduled on: _____

On-Site Person: _____

Insurance – To be purchased by renter via onebeaconentertainment.com Estimate: \$136. Actual Cost: _
_____ Date Purchased: ____ / ____ / ____

Special Requirements: _____

FACILITY USE PHILOSOPHY

The Catholic community of Holy Family Parish makes its facilities available for the benefit of its parish community and community organizations within its surrounding geographic boundaries. To the benefit of our parish community, the facilities may be used for sacramental celebrations, programs, and events, which nurture spiritual growth and promote the mission of the church. These activities may be sponsored by the parish ministry teams and parish organizations, or by individual parishioners.

Parishioners who have been registered for six months prior to the event may reserve the facilities for celebrations following the sacraments, such as weddings, baptisms, first Eucharist or Confirmation. The facilities may be used for receptions following weddings and funerals, and for special family celebrations such as birthdays, anniversaries or reunions.

To the benefit of the surrounding community, non-profit organizations, other churches, and parish co-sponsored organizations may use the facilities, parish event schedule permitting. Activities need to be consistent with the values and teaching of the Roman Catholic Church.

FACILITIES AND EQUIPMENT

Holy Family Parish is located at 4848 Pearl Ave in San Jose, CA 95136. 2 blocks south of Branham lane on Pearl Ave. Rental of the facility does not guarantee exclusive usage of the surrounding facilities or lawn areas. The church community, as well as others, may use different areas of the facility concurrent with your rental usage.

The Community Center kitchen is equipped with commercial sized ovens, stovetops, microwaves, warmer, dish washer, refrigerator and freezer units. CC Hall has 35 - 60” rounds, 10 - 8’ rectangle tables and 350 chairs.

The Youth Hall has a standard home kitchen and 6 – 8’ rectangle tables and 60 chairs.

CAPACITY

- Community Center 350 for dining / 500 assembly
- Youth Hall, 60 for dining / 100 assembly

FEE STRUCTURE

To reserve your place on the calendar you must submit this signed & initialed contract and the \$1,500 security deposit. Payment in full is due 30 days before the event.

COMMUNITY CENTER (8 hours)

Parishioners \$1,000 Non-Parishioners \$2,500 Non-parish affiliated nonprofit groups \$1,000

***Plus \$100 for each additional hour**

YOUTH HALL (6 hours)

Parishioners \$500 Non-Parishioners \$1,000 Non-parish affiliated nonprofit groups \$750

***Plus \$50 for each additional hour**

INSURANCE

Renter’s Initials _____

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Renters shall purchase liability insurance through the Diocese of San Jose insurance broker. www.onebeaconentertainment.com Estimated cost \$140

SECURITY

Security is needed if beer & wine are served: 1 guard for every 75 people for the duration of your party billed at \$27 per hour.

REFUNDS

A refund of the fees in the event of a cancellation is as follow:

- a 60 days or more – 100% refund
- b 30-60 days – 50% + security deposit
- c and 30 days or less – security deposit

BOUNCED CHECKS -A service charge of \$50 will be assessed for returned checks and may result in the cancellation of the reservation.

AGREEMENT

- _____ 1. Parish grants Organization or Individual/s permission to use such facilities as outlined on first page.
- _____ 2. Limitations on Use: The premises shall not be used for any other purpose than specified above without the Parish's prior written consent. It is specifically understood and agreed that the Organization/Individual/s shall not commit or permit any acts on the premises that in any way contravenes the teaching of the Roman Catholic Church.
- _____ 3. Organization or Individual/s agrees to pay the amounts outlined.
- _____ 4. As used herein, the term Diocese of San Jose includes Holy Family Parish and the Roman Catholic Bishop of San Jose, a Corporation Sole, and their respective employees, officers, agents and other representatives.
- _____ 5. Parish may terminate this agreement and permission to use such facilities at any time for good cause.

RULES AND REGULATIONS

- _____ 6. A parish representative will be on call for the duration of your event.
- _____ 7. You may not charge for admittance, food or alcohol during your event. This includes pre-sales.
- _____ 8. Holy Family Parish is not responsible for accident, injury or loss of individual property.
- _____ 9. No Smoking on Holy Family Parish Grounds.
- _____ 10. No hard alcohol permitted on parish grounds. Beer and wine may be served at adult events. No alcohol at youth functions. **Your entire security deposit will be kept if this rule is not followed.**

- _____ 11. If you want to hang things from the wall you must use the tack strip installed on all the walls approximately 7 feet off the ground. No Decorations may be attached directly to the walls, window, projector platform or ceiling with cellophane (tape) adhesives, nails, tack, screws, staples etc.
- _____ 12. Users must leave the facilities in a clean and orderly condition. Any additional cleaning or repairs needed following your event will be taken out of your security deposit.
- _____ 13. Grounds must be left clean. \$500 of your security deposit will be kept if there is any trash left outside.
- _____ 14. All south facing doors, along driveway, must be kept shut at all times. \$500 of your security deposit will be kept if this rule is not followed.
- _____ 15. All music, dancing, and other entertainment must end by 11:00 PM.
- _____ 16. All cleanup is to be completed and the premises vacated by 12 AM, midnight. You will be charged \$100 for every 30 minutes after 12am midnight.
- _____ 17. Any items brought by you or your guests must be taken away after the event including food. Anything left behind without permission will be considered garbage and be thrown away at the user's expense.
- _____ 18. Please discard all trash in the proper receptacles.
- _____ 19. No fire arms or weapons of any kind are allowed on Parish Grounds.
- _____ 20. At no time shall exits signs be covered or the door ways obstructed.
- _____ 21. Items cannot be stored in the facility prior to event or for later pick-up or removal.
- _____ 22. Casting or throwing of rice, confetti, birdseed or any other small items of this nature indoors or outdoors is prohibited.
- _____ 23. Children must not be left unattended on the premises at any time. Children are restricted to the courtyard areas and must be supervised by an adult at all times.
- _____ 24. No advertising, solicitation or sales made in the building or on the ground without written permission of the parish.
- _____ 25. The Parish Office, Church, Rectory and rooms or locations that have not been reserved for you are off limits.
- _____ 26. Parking is limited to designated spaces and the parking lot will be shared with others.
- _____ 27. No food or drink is allowed in the Church.
- _____ 28. This contract constitutes the entire agreement between the parties and may only be amended by a written agreement signed by both parties.
- _____ 29. The facility Representative on duty has the authority to disperse any group for failure to comply with these rules and to contact the police. The group will forfeit all fees paid. Future use of facilities may be denied for failure to abide by these rules.