**St. Peter’s Episcopal Church**

**Facilities Request Sample**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Episcopal Church | | | | | |
| Address: | | |  | | |
|  | | | | | |
| Phone: Fax: | | | | | |
| Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_ | | Phone No.\_\_\_\_\_\_\_\_\_\_\_\_ | | Cell No.\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Is the User non-profit? | \_\_ Yes | | \_\_ No | | Federal/State Tax Exempt ID# \_\_\_\_\_\_\_\_\_ |
| If this is a recurring event, | | Beginning time: | | Ending time: | |
| give frequency, day and time: | | | | | |
| Anticipated attendance (See occupancy loads) | | | Parking plan | | |
| **A refundable $120 Security Deposit is required before your event can be put on the calendar** | | | | | |
| Facility Requested: | | | | | |
| Basic Facility Cost: | | | See Pricing Sheet | | |
| Business Hours Custodian service | | | $(cost per)/hour | | |
| After hours Custodian service | | | $(cost per)/hour | | |
| Audio Visual Equipment | | | $(cost to use for event) | | |
| Audio Visual Specialist | | | $(cost per)/hour | | |
| Other: | | | | | |
| **Total** | | | | | |
| Set Up, Clean Up Plans: | | | | | |
| Food & Drink: | | | | | |
| Notes: | | | | | |
| **Audio/Visual Equipment Needs** | | | | | |
| Are any A/V Services or Equipment Needed? | | Yes | | No | |
| Microphone | | Yes | | No | |
| Music Only (CD or iPod) | | Yes | | No | |
| Video (DVD) | | Yes | | No | |
| Computer Presentation - Windows or Mac? | | Yes | | No | |
| Internet Access (e.g. YouTube) | | Yes | | No | |
| Software Required (e.g. PowerPoint) | | | | | |
| Other: | | | | | |
| Indicate Number/Type of Equipment Needed and Attach Diagram on Reverse: | | | | | |
| \_\_\_Chairs (160 available) | | | \_\_\_Rectangular Tables (12 30"X72" available) | | |
| \_\_\_Lectern (1 available) | | | \_\_\_Round Tables (12 60" available) | | |
| \_\_\_Flip Charts/Easel (2 available) | | | \_\_\_Card Tables (6 available) | | |
| \_\_\_Piano (See Staff) | | | \_\_\_Other: | | |
| **User acknowledges that any changes will result in an increase in fee.** | | | | | |
| SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| PRINT NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | |  | | |
|  | | | | | |
|  | | | | | |
| *Parish Office Use Only:* | | | | | |
| Date deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date deposit returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Key issued to \_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Key returned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Payment received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Payment to Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Scope of Agreement**

This Rental Agreement is between The Rector, Wardens and Vestrymen of Saint Peter's Parish, in Del Mar, California, a California nonprofit corporation (the “Parish”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereinafter referred to as “Client.” The purpose of this Agreement is to define the obligations of both parties pertaining to the rental of the Parish’s special events venue(s) described in the enclosed Attachment.

The venue described in Attachment has been reserved for you for the date and time

stipulated. Please note that the hours assigned to your event include all set up and all

clean up, including the set up and clean-up of all subcontractors that you may use. It is

understood you will adhere to and follow the terms of this Agreement, and you will be

responsible for any damage to the premises and site, including the behavior of your

guests, invitees, agents or sub-contractors resulting from your use of venue.

You are responsible for providing a list of all vendors to the Parish Facilities and

Operations Administrator four (4) weeks prior to your event. In addition to the Certificate

of Insurance you will be providing as the Client, you are also responsible for providing

the Parish with valid certificates of insurance with the proper amounts of coverage for all

sub-contractors that you are using for your event. These sub-contractors include, but are not limited to, caterers, valets, performers, photographers, entertainment, equipment rentals (tables/chairs/tents, etc.), florists, decorators, sound and lighting technicians, etc. All sub-contractors must have a certificate of insurance, naming “The Rector, Wardens and Vestrymen of Saint Peter's Parish, in Del Mar, California, a California nonprofit corporation” as additional insured. In addition, each sub-contractor’s certificate of insurance must include a separate endorsement naming “The Rector, Wardens and Vestrymen of Saint Peter's Parish, in Del Mar, California, a California nonprofit corporation” as an additional insured.

**Fees and Deposits**

The rental fee and terms for your specific venue(s) are described on the enclosed Attachment. The total fee is due two (2) weeks prior to your event.

Upon receipt of this contract, a rental fee deposit in the amount $\_\_\_\_\_\_\_ is due. Please send your signed Agreement and rental fee to:

St. Peter’s Episcopal Church

P.O. Box 336

Del Mar, CA 92105

The rental fee deposit is non-refundable and non-transferable.

**Insurance**

Proof of liability insurance is required and due four (4) weeks prior to your event. You may provide evidence of your own insurance company. You can mail the certificate of insurance and endorsement to the Facilities and Operations Administrator at the address above or FAX to (858) 755-1522 with “Attention: St. Peter’s Facilities and Operations Administrator”.

**Levels of Insurance Required**

The Client is responsible for providing a Certificate of Insurance and endorsement for

themselves (and separate certificates and endorsements for each sub-contractor being

used) at the following minimum levels:

1) Commercial Liability Insurance for a minimum of $1,000,000 per occurrence

and $2,000,000 aggregate;

2) Auto Liability Insurance of $1,000,000 combined single limit (for vendors); and

3) Workers compensation plus $1,000,000 minimum employer’s liability limit (for

vendors).

4) Naming “The Rector, Wardens and Vestrymen of Saint Peter's Parish, in Del

Mar, California, a California nonprofit corporation” as additional insured is also

required.

Client assumes full responsibility and liability for any and all damages to the Parish

venue and surrounding site.

**Indemnity**

In addition, Client agrees to indemnify and hold harmless The Parish, its officers,

staff and agents working on its behalf, from any and all claims, actions, suits, costs,

damages, and liabilities resulting from the breach of this Agreement, the negligent

actions, willful misconduct or omissions of Client, and Client’s guests, invitees, agents

and sub-contractors.

**Event Set-up Limitations**

All property belonging to Client, Client’s invitees, guests, agents and sub-contractors,

and all equipment shall be delivered, set up and removed on the day of the event.

Should the client need earlier access for set-up purposes, this can be arranged for an

additional fee. The Client is ultimately responsible for property belonging to the Client’s

invitees, guests, agents and sub-contractors.

All The Parish venues are non-smoking facilities.

Nothing may be attached to the trees or the buildings itself.

No rice, rose petals, birdseed, confetti, tiki torches or sparklers are allowed on the

premises. All decorations must be approved by The Parish Special Events Manager.

**Caterers**

The Parish has a list of approved caterers to choose from. We require you to select a

caterer(s) from this list. No caterer can be used that is not on this list. Each caterer on

this list is familiar with the Parish’ venues, rules and regulations. Each caterer provides

excellent food and exceptional service. Each one of these approved caterers carries the

Parish’s required liability insurance, health permits, and liquor liability insurance. They

offer a variety of menus and price ranges.

**Alcohol Control**

The managing and distribution of alcohol at your event is required to be performed by a

licensed bartending company. The Parish’ list of approved caterers can provide this

service for you. Although the bartending service will manage the distribution of alcohol,

the Client is ultimately responsible for the safety of all its invitees, guests, agents or

sub-contractors, including the distribution and consumption of alcohol.

Client’s guests may be carded by the bartending service, therefore, they must have

either a valid driver’s license or valid picture ID.

**Clean Up**

Client shall be responsible for returning the venue to the state that it was provided to

them. All property belonging to Client, Client’s invitees, guests, agents and sub

-contractors, will be removed by the end of the rental period. All property remaining on

the premises beyond the end of the rental agreement will be charged at the prevailing

hourly rate. Should the client need special consideration for the removal of property

beyond the rental period, this can be arranged prior to the beginning of the event for an

additional fee. The Parish is not responsible for any property left behind by Client,

Client’s guests, invitees, agents and sub-contractors.

The Client is responsible for any and all damages to Parish venues and surrounding site. The Parish shall do a general clean-up of the venue at the conclusion of the event,

however it is the Client’s responsibility to remove all decorations.

**Event Staff**

The Parish Facilities and Operations Administrator or designee will be accessible

throughout your event. The Administrator will ensure that the venue and surrounding site are ready for your event, and will meet with you prior to the beginning of your event. The Administrator will be accessible to you at any time during your event, and a contact

number will be given to you to reach the Administrator if they are away from the venue.

**Force Majeure**

The ability to execute this Agreement by either party is subject to the Acts of God,

including but not limited to hurricanes, flooding, earthquakes, fires, etc., as well as any

government intervention, staff disputes and strikes, civil disorders, terrorism, or other

emergencies. Should the event be canceled through a Force Majeure event, all fees

paid by Client to Parish will be returned to Client within thirty (30) days.

**Publicity/Use of Name and Logo**

Client shall not use the name of the Parish, any trade name, service mark, trademarks,

acronym or logo of the Parish in any publicity releases, advertising or any other

publication without the Parish’s prior written consent.

**Authorization**

The person(s) signing the Agreement on behalf of the parties each warrant that they are

authorized to make agreements and to bind their principals to this Agreement.

**Acceptance**

Upon signing of this Agreement, a fully executed agreement will be in force.

Each of the undersigned has read this Agreement, understands and accepts the terms

herein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Client Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Parish Signature Printed Name Date

**CONFIRMATION OF EVENT REGISTRATION**

[Date]

[Name]

[Title & Organization]

Dear {Name],

As you and I have discussed, the [group e.g. North Coast Toastmasters], for which you are the contact person from [date] through [date], would like to rent space at St. Peter’s for an ongoing meeting with an average weekly attendance of [x] people.

Time: [e.g.] Wednesdays from 7:30 to 9:00am. Occasional changes of venue on campus are required for events such as Vacation Bible School, Interfaith Shelter and the Registrar of Voters when the Parish Hall is unavailable.

Location: Parish Hall

Set Up: Set up and take down of tables will be done by St. Peter’s personnel. (See attached floor plan)

Cost: $--- per month, payable monthly or quarterly in advance

Deposit: [Note key or security deposits with dates]

Keys: Key \_\_\_\_\_\_\_ was issued to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ on [date}. It remains the responsibility of this person unless St. Peter’s is notified in writing that it has been transferred to someone else.

Parking: Parking passes will be provided and must be used to avoid citation

Audio Visual: The A/V system in the parish hall may be used only by people who have been trained and approved by St. Peter’s. There is a charge of $10/use for the projector.

Insurance: Certificate on file. [Note date and update annually]

Non-Profit: [Note whether proof of non-profit status is available and on file. A lot of e.g. 12 step groups don’t have them but ask.]

Rules of Conduct:

* [e.g.] Prepared snacks & beverages are allowed in the Parish Hall but not in the Library.
* No alcohol is allowed anywhere on campus.
* No smoking is allowed anywhere on campus.
* The facility must be left in the same condition in which it was found each week.

Sincerely,

[Name]

[Title]

[email, phone number or other contact info]

Agreed to by:

Signature & Title:

Date

Print Name