



Biedermann Hall **Information and Guidelines**

In contracting to rent Biedermann Hall, the lessee agrees to adhere to and comply with all requirements, guidelines, fees and deposits for rental. Please note that the Responsible Party, as specified on the Rental Agreement, is required to be present for the duration of the event. All inquiries on matters pertaining to the booking and clarification of policies are to be discussed with the Special Events Coordinator.

Please note that all events performed in the hall or on the grounds require prior approval by the Pastor. Use of facilities may be refused if events or ceremonies conflict with the Catholic Church's principles and doctrines.

An evaluation form is attached; please let us know how we're doing. We strive to do our part to provide a safe and successful experience for your event.

FEES AND DEPOSITS

Payment Schedule

A non-refundable deposit of \$300 must be paid at the time your reservation is confirmed and the Rental Agreement is signed. All fees shall be paid in full 60 days prior to the event. Payments are acceptable up to the 60 day deadline. Failure to make payment on schedule could result in event reservation cancellation.

Facility Cleaning and Damage Policy

Sacred Heart Church contracts with a janitorial company to provide for cleaning of the facilities after the event and the lessee pays a flat fee for this service. It is the responsibility of the lessee to see that all tables and chairs are returned to storage area immediately following the event, unless other arrangements are made, and the lessee prefers to pay for this service.

The lessee pays a refundable damage/loss deposit to cover any hall, kitchen or parking lot damage, repairs, and/or for the loss of facility property.

Insurance

Sacred Heart Church and the Archdiocese of Los Angeles require that all lessees purchase comprehensive general public liability insurance, of \$2,000,000 minimum combined single limit, for the event and provide a certificate of insurance at least two weeks prior to the event stated exactly as follows: **“Roman Catholic Archbishop of Los Angeles, a corporation sole and Sacred Heart Catholic Church are named as additional insureds. This insurance will be regarded as primary, and no other insurance shall be considered contributory or co-insurance.”**

Security Guards

Sacred Heart Church contracts with a security company to provide for security for the event and the lessee pays for this service. San Buenaventura City Ordinance requires one guard for each 75 persons in attendance (includes children 1 year or older) for the entire scheduled time of the event, which includes one half-hour prior to and one half hour following the event. **(See Additional Guidelines for Quinceañeras)**

Additional Guidelines for Quinceañeras

Invitations shall include tickets for all guests' admission to the reception, including children over the age of five. A ticket sample shall be submitted to the Event Supervisor. This ensures that only invited guests are admitted. Security guards will collect these at the door.

There will be no admittance to the Hall one (1) hour after event begins.

The security for **Quinceañeras** is one (1) guard per fifty (50) attendees, including children.

Event Supervisor

Sacred Heart Catholic Church requires that all events are supervised by a representative from the church; and that the supervisor be on location for the entirety of the event to assist with any questions, concerns or problems that may arise during the event. The lessee's cost for this service is based on the estimated number of people in attendance.

Discount for Active/Supporting Parishioners and Senior's

A 10% discount on hall rent will be given to parishioners, who book the hall (for their own event) and are active and supporting members of Sacred Heart Parish, as verified through contribution envelopes and/or church volunteer involvement. We offer a 25% discount on hall rent for active parishioners age 65 and above who book the hall (for their own event).

Cancellation Policy

- You may cancel your reservation up to ninety days prior to the event and your monies on deposit will be returned to you less the non-refundable \$300 deposit.
- Sacred Heart Parish does not accept liability for losses due to any events or catastrophes causing the hall to be closed. If the hall is closed due to events beyond our control, hall rental fees shall be refunded.

LOGISTICS

Bar Information

No alcoholic beverages are to be consumed, served or brought onto any part of Sacred Heart Church property. Only licensed caters and bartender services will be permitted to serve alcohol. Any illicit alcoholic beverages will be confiscated by security guards. Questions regarding the bar should be directed to the Event Supervisor.

Set up/Decorations/Post Event Clean-up

Arrangements can be made for event set-up, or pre-event rehearsal, between the hours of 4:00 pm and 9:00 pm, the evening prior to the event. If you would like to reserve this time slot, you may book it for an additional fee.

Jolly Jumps, slides or any other portable play equipment is prohibited.

All trash and recyclables are to be removed from building and discarded into the appropriate dumpsters. Boxes must be collapsed and removed to recycling dumpster. Trash dumpsters are located on the east side of hall (outside kitchen back door). Additional bins are located at south-east corner of school (across drive from picnic area).

Main Hall and Meeting Rooms:

- All tables, chairs, and decoration set-up shall be under the direction of the Special Events Coordinator or the Event Supervisor, and are the responsibility of the lessee
- Confetti (paper and metallic), candles, glitter, rice, flower petals, and bird seed are not allowed
- At the end of the event all tables must be washed, folded, and returned to the storage room at the west end of the hall. All chairs must be stacked 8 high and left in an orderly manner in the storage room at the west end of the hall. Lessee has the option of paying an additional fee to have our janitorial company provide this service
- **No nails, screws, bolts, etc. (even temporarily) shall be used to hang decorations.**
- Remove all trash/recyclables to appropriate dumpsters. Insert new trash liners in all receptacles

Kitchen:

- Sacred Heart Parish does not provide kitchen supplies such as towels, cloths, soap, pot holders etc. The lessee or caterer must provide these
- Stove (including stainless steel back and wall), ovens, counters, sink, coffee urns, and freezer shall be emptied of all unused material & be left clean and free of food and grease
- Pantry shall be closed and locked
- Kitchen floor must be swept and trash/recyclables removed to appropriate dumpsters. Insert new trash liners in all receptacles
- Do not leave any food items behind as they will be discarded the next business day
- In the event that the kitchen is left unclean and requires janitorial service, the cost will be deducted from the kitchen cleaning deposit

Picnic Area:

- Tables shall be clean and free of food & debris and trash/recycling removed to appropriate dumpsters
- Area shall be free of debris and graffiti

Obtaining and Returning Keys

Keys are to be picked up from the Parish Church Office before 4:00 p.m. day before the event and returned thru the mail slot at the end of the evening of the event. Keys may not to be kept overnight after the event.

Post Event Instructions

The party shall vacate the hall no later than 30 minutes after the scheduled end time of event.

Music

Volume is monitored by the Hall Supervisor so as not to unduly disturb our neighbors. Music must be turned down at 10:00 pm and turned off at 11:00 pm. Policy strictly enforced.

Supervision of Children

Children shall be always under the supervision of an adult they are present, including set-up, rehearsal and for the duration of the event. School play equipment is off limits and all outside play without an adult present is prohibited. All children under the age of 18 must be inside the hall from dusk through the end of the event.

Fee Schedule:

Hall Rental.....	1,200.00
Kitchen (only) Rental.....	200.00
Padre Serra Meeting Room Rental.....	200.00
Picnic Area Rental.....	200.00
Hall Cleaning Fee.....	200.00
Facility Damage Interior and Exterior Deposit (<i>refundable</i>)....	900.00
• Kitchen Cleaning	
• Facility Damage	
• Parking Lot Damage	
Security Guards, approx. \$28 per guard/per hour	varies
(Minimum of 2 guards, deposit estimated)	
Event Supervisor Fee.....	1.00 /per person
Optional Evening Before (4:00pm-9:00pm) Set-up Fee.....	50.00
Optional Table/Chair Clean & Breakdown Fee.....	50.00
Liability Insurance Policy.....	varies
• The lessee must provide or purchase their own insurance policy for the event	
<u>https://www.kandkinsurance.com/Pages/Home.aspx</u>	

Contact numbers:

Sacred Heart Church Office, (805) 647-3235

Special Events Coordinator – Gema Servin De La Mora (805) 647-3235 x304
(805) 873-3999 cell

Biedermann Hall Facilities Post Event Check List

Responsible Party Ensures:

- That trash and recycling has been removed to the outside bins
- All decorations have been removed from premises
- Kitchen is clean
- That everyone has exited the facility
- Heating/Air Conditioning units have been switched off
- That all equipment – kitchen appliances, coffee makers, sound system and audio/visual equipment are switched off
- All lights have been switched off
- All doors are locked
- That the Special Events coordinator is notified the following work day to communicate any issues or concerns that management should be aware of