

2019 St. Anthony's Catholic Church – O'Grady Hall

Contract for Use of Parish Facility at 220 Sierra Street/Parish Hall

Responsible party: _____

Address: _____

Home phone: _____ **Cell phone:** _____

Parish Hall representative: Kathy Hankawa

Today's date: _____ **Event Date:** _____

The responsible party booking the event is the single point of contact.

The responsible party will do a walk-through prior to usage and prior to return of any deposit refund after event with Parish Hall representative. *All payments to be given to Kathy Hankawa*

beginning at: _____ Ending at: 10:00 pm

Type of event: _____ Expected number of guests: _____

Deposit: \$ _____ (min. \$500.00 non-refundable) payment made to St. Anthony's Catholic Church

Basic cost: Contact Kathy Hankawa to discuss pricing cell: (310) 365-9127 email:kathymstanthony@gmail.com

TOTAL Cost of this event: \$ _____ must be paid 30 days before event.

Note: a late fee of \$100. 00 per week after 30 day final due date with automatic cancelation of event after two weeks.

We will NOT be cooking in the kitchen (sign & date) _____

- Hall includes: **tables & chairs** set-up and taken down
- *no cook kitchen used for cooling, warming, storing and serving only*
- outdoor patio, private parking lot included

Deposit: **Amount:** _____ **Date** _____ **Check#** _____

Final Payment: Amount: _____ Date _____ Check# _____

Hall & parking lot gate will be locked at 11:00 pm

Your responsibility:

- ***Respectful and responsible use of facility.***
- Kitchen and hall is to be left with all trash and food picked up and placed in trash receptacles. *NO EXCEPTIONS.*
- Any alcohol consumption be monitored to ensure that attendees can drive home safely.
- Keep all guests on Hall property (Hall & parking lot) not School property.

Our responsibility:

- Set-up/take-down tables and chairs, detail cleaning **before** event.
- Ensure Hall is open and ready for use.

This permission is granted upon these additional terms and conditions and is non-assignable.

- *User shall leave the facilities in a clean and orderly condition; and if any alterations were allowed, **restore the facilities to their original condition***; and shall repair any damage arising out of the use of the facilities under this Agreement.
- User agrees to indemnify and hold harmless the Archdiocese of Los Angeles and St. Anthony Church from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of the Archdiocese of Los Angeles, its officers, agents or employees, arising from the use of facilities or activities in and about the same by User, its representatives or invitees.

St. Anthony Catholic Church / The Roman Catholic Archbishop of Los Angeles

215 Lomita Street

El Segundo, CA 90245-4148

Fax (310) 322-0797

- User represents purposes, or for uses incidental thereto.
- St. Anthony Church may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund any unused amount which User has heretofore donated or paid.

Special Provisions Facility use fee includes: Open concept hall

Use of Parish facilities as noted above.

- Lighted Parking facility
- Use of tables and chairs as requested

Other Requirements:

- Security provision covers (5) hours to remedy any facility issues that occur and is available for a fee of \$500. Declined **Initial** _____

The User must abide by the following requirements.

➤ **Payments**

All Fees must be paid in full 30 days prior to the event.

- *Note: a late fee of \$100. 00 per week if later than the 30 day final due date with automatic cancelation of event after two weeks.*

Final payment may be mailed to St. Anthony Catholic Church

(attention: Kathy Hankawa) 215 Lomita St. El Segundo, CA 90245

The User is responsible for any damages to the hall or any of its facilities, or any parish property. Any pre-existing damage is to be reported immediately to facility management; otherwise the church will hold the User responsible for damage.

Initial _____

- **Admission** by invitation only! Only the User may permit admission to the event.
- **Consumption of food & beverage** is to be confined to the facility interior only.
- Time and Use of Facilities

Facilities are available for use until 10:00 P.M. Events must end at this time to facilitate cleaning and readiness for the next day. The user is responsible for ensuring that the facilities are restored to their original condition, and that all doors are closed and secured at the end of the event. Initial _____

- The parking lot outside the facility is the only one to be used for the event & will be locked at 11:00 P.M. **Initial _____**
- ***Decorations are not to be glued, stapled, or nailed. The only tape permitted is painter's masking tape. It is blue in color and does not leave adhesive on surfaces. ********
- Alcohol and illegal substances are not to be brought onto the church property by invitees. If alcohol is to be sold a daily use permit is to be obtained, and a professional bartender hired by the user, to serve at the event.
- **User is designated to enforce all rules for usage.**

- *Children under the age of 18 must be supervised at all times. At no time is anyone under the age of 12 permitted in the kitchen.*

Smoking is not allowed in the building at any time and cigarette butts must be disposed of properly.

NO blow-up play houses of any kind are to be used on Church property or in the Hall without written permission of our Parish Priest – Father Robert Victoria.

FINAL AGREEMENTS:

- **There are to be no oral agreements.**
- **Any changes** in the contract are to be written into the agreement with both parties present, and signed by both parties.
- **Cancellation:** A seven (7) day notification will be given, when possible, and deposits refunded in the event of a pastoral emergency.

I have read, understand and agree to the content of these 6 pages including the Kitchen guidelines **Initial** _____

Signatures:

For Parish _____ Date: _____

User _____ Date: _____

Your representative is: Kathy Hankawa (310) 365-9127

Please exchange phone numbers and email addresses to aid communication.

Final payment may be mailed to St. Anthony Catholic Church

(attention: Kathy Hankawa) 215 Lomita St. El Segundo, CA 90245

Kitchen guidelines MUST BE observed (no cooking allowed on site)

A \$500. fee is required to cook in our kitchen and the person doing the cooking is required to do an orientation (15-20 minutes) prior to using our kitchen.

We do not have a garbage disposal and our sinks/drains should be used for washing and rinsing dishes, pots and pans wiped free of oil.

This is a no-cooking kitchen used for cooling, warming, storing and serving only. Set up and clean up are the responsibility of the user. Any damage of any type will

be the responsibility of the group using the facilities. A cleaning crew will do final cleaning however all food and trash should be put into trash/recycle bins after the event.

- *All kitchen equipment and surfaces are to be left clean and free of dirt and grime - everything borrowed must be returned to where you found it.*
- *Adults are responsible for turning on all light and gas to oven. If the oven is to be used, you MUST turn on the oven exhaust fan at the same time the gas supply to the oven is turned on.*
- *All trash/food remnants must be disposed of into the trash containers.*
- *All items not belonging to the Parish must be removed.*
- *Remove all articles of clothing after every event.*
- *The gymnasium floor has a urethane finish which scratches easily. Do not drag items across the floor. Do not use any tape on the floor. High heels or shoes with taps are not allowed.*
- *Surfaces (floors, counters) in the hall are to be free of food items dropped, tape and all adhesives.*
- *All trash should be in containers (recycle/trash).*
- *Entry/exit doors must be locked and secured before departure.*
- *All food & trash is to be placed in trash/recycle containers.*

Report all issues, problems or damages to Parish Hall representative immediately.

If you have any questions regarding these policies and procedures, see your assigned representative.

This documents that you have read, understand and agree to the content of these 7 pages. Initial _____

