

# 2019 St. Anthony's Catholic Church – Pavilion

## Contract for Use of the Pavilion at 220 Lomita Blvd

**Responsible party:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**St. Anthony Hall & Pavilion manager:** Kathy Hankawa

cell: (310) 365-9127 email:kathymstanthony@gmail.com

The responsible party booking the event is the single point of contact and will do a walk-through prior to usage with Pavilion representative.

- ***All deposits and payments to be given to Kathy Hankawa\****

### **Final payment due 30 days prior to event date.**

- ***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***

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Today's date: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Deposit** (minimum \$500.00 non-refundable): \$ \_\_\_\_\_

Date \_\_\_\_\_ Check# \_\_\_\_\_

**Balance due:** \$ \_\_\_\_\_

Date \_\_\_\_\_ Check# \_\_\_\_\_

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**Basic cost:**

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

**Use includes the following:**

- Pavilion, outdoor grotto, Church parking lot.
- Includes: set-up and take-down of tables (max 15 tables & 120 chairs)
- Alcohol is not permitted for Quinceañera receptions.
- *No cooking on Pavilion premises.*

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Event beginning at: \_\_\_\_\_ Ending at: 10:00 pm

Type of event: \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

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**Your responsibility:**

- *Respectful and responsible use of facility.*
- Pavilion is to be left with all trash and food picked up and placed in trash receptacles. *NO EXCEPTIONS.*
- NO cooking on premises.
- NO alcohol to be served in the Pavilion unless noted in exception pages.
- Keep party in Pavilion & Grotto area.

**Our responsibility:**

- Detail cleaning *before* event
- Set-up/take-down tables and chairs,.
- Ensure Pavilion is set-up and ready for use.

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

- *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.*
- 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.
- Leaders of the group should be Virtus trained and Finger printed (Church/children functions)

**Special Provisions** Facility use fee includes: Open concept Pavilion

Use of Parish facilities as noted above.

- Church parking lot.
- Use of tables and chairs per this contract.

Other Requirement: 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 final due date with automatic cancelation of event after two weeks.*

The User is responsible for any damages to the Pavilion and any parish property. Any preexisting 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.***

Initial \_\_\_\_\_

- The parking lot outside the facility is the only one to be used for the event

Initial \_\_\_\_\_

- *Decorations are not to be glued, stapled, or nailed. The only tape permitted is painter's masking tape. It does not leave adhesive on surfaces. \*\*\*\*\**

- St. Anthony Church reserves the right to approve caterer for Church events.  
Initial waived \_\_\_\_\_

- *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 to wander into any other Church grounds. (playground, hall etc.)*

**Smoking is not encouraged** *at any time and cigarette butts must be disposed of properly (user assumes responsibility for any damage related to smoking)*

***Blow-up play houses of any kind are not allowed on Church property without written permission of our Parish Priest.***

#### **FINAL AGREEMENTS:**

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

