



# SAINT ANTHONY CATHOLIC CHURCH

EL SEGUNDO, CALIFORNIA

## CONTRACT FOR USE OF PARISH FACILITIES

TODAY'S DATE: \_\_\_\_\_

This agreement, between \_\_\_\_\_ and **St. Anthony Catholic Church** for the use of: \_\_\_\_\_, parish facility: \_\_\_\_\_, El Segundo, California 90245.

St. Anthony Church grants User permission to use the above named facility for the following purpose: \_\_\_\_\_

The date of the event is \_\_\_\_\_, 20\_\_, from the hours of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Type of Event \_\_\_\_\_ Expected number of guests \_\_\_\_\_.

User agrees to pay the following:

- Reservation Deposit:     **\$100.00**                   Initial \_\_\_\_\_ (non-refundable)
- Security Deposit:         **\$300.00**                   Initial \_\_\_\_\_ (refund amount determined after facility inspection by Manager)
- Facility Use Fee:         **\$1000.00 /First 3 hours**   Initial \_\_\_\_\_ (**\$250.00 Additional Fee per Hour in excess of 3 hours**)
- Kitchen Fee:             **\$200.00**                   Initial \_\_\_\_\_
- Cleaning Fee:            **\$250.00**                   Initial \_\_\_\_\_

All fees and deposits for use shall be paid at least 10 days prior to the date reserved.

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

1. 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.
2. 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.
3. User shall provide and maintain Commercial General Liability insurance during the period covered by this Agreement insuring the Archdiocese of Los Angeles against liability for Bodily Injury (including death) and property damage in or about the facilities or the use of condition thereof, with at least combined single limits of \$1,000,000. Such policy or policies shall name as the Additional Insured(s) the entities and persons described below. Such insurance shall be primary and any other insurance available to the Archdiocese shall not be called upon to contribute. Such insurance of User shall be evidenced by a certificate of insurance and endorsement to:

**St. Anthony Catholic Church / The Roman Catholic Archbishop of Los Angeles**  
**215 Lomita Street**  
**El Segundo, CA 90245-4148**  
**Fax (310) 322-0797**

At least 10 days prior to the use of the facilities. Said insurance shall provide and the certificate and endorsement shall state that such insurance cannot be modified or cancelled without 30 days notice to the above address. As used herein the term Archdiocese of Los Angeles includes the above named St. Anthony Church, the Roman Catholic Archbishop of Los Angeles, a corporation sole, all other organizations of the Archdiocese of Los Angeles, and their officers, agents and employees.

4. User represents that it is organized and operates as a Non-Profit Organization, and that such facilities shall be used exclusively for religious, charitable purposes, or for uses incidental thereto.
5. 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**

**The facility use fee includes:**

- **Use of Parish facilities as noted above (including available kitchen and cleaning equipment)**
- **Lighted Parking facility**
- **Use of tables, chairs and stage**

**Other Fees & Requirements:**

- **ABC permits, if alcohol is to be sold, Are the responsibility of and are to be acquired by User. Failure to acquire the required permits will result in the cancellation of the event and forfeiture of all fees.** Initial
- **Vigilant Fee \$100.00/5 hrs (Vigilant is present at the event to remedy any facility issues that occur.)** Initial

**The User must abide by the following requirements.**

1. Payments

**All Fees** must be paid in full 10 days prior to the event.

**A Reservation Fee of \$100.00** is required to hold the date requested and is **non-refundable**.

**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 the damage. Initial

2. Admission by invitation only! Only the User may permit admission to the event.

3. Consumption of food & beverage is to be confined to the facility interior only.

Exception noted Initial

4. Time and Use of Facilities

Facilities are available for use until 11P.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

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

6. Arrangements for approved decorations to be made with facility manager one week prior to the scheduled event.

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.

7. **St. Anthony Church reserves the right to approve caterer for events.** Initial

8. **Alcohol and illegal substances are not to be brought onto the church property by invitees.** If alcohol is to be served, a daily use permit is to be obtained, and a professional bartender hired by the user, to serve at the event.

9. A contact person (listed below) from the User is to be designated to enforce the rules for usage.

The event is to be terminated and the hall closed by this person if it is interrupted by unwelcome behavior.

10. 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.

**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 30 day notification will be given, when possible, and deposits refunded in the event of a pastoral emergency.

Name(s) \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Signatures:**

Business Manager \_\_\_\_\_

Date \_\_\_\_\_

User \_\_\_\_\_

Date \_\_\_\_\_