



SAINT ANTHONY CATHOLIC CHURCH  
EL SEGUNDO, CALIFORNIA

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

Today's Date: \_\_\_\_\_ Responsible party: \_\_\_\_\_

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

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

Parish Hall representative: Kathy Hankawa or \_\_\_\_\_

*All deposits to be given to Kathy Hankawa or Elizabeth Swenson at the Parish Center.*

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.

Event Date: \_\_\_\_\_ beginning at: \_\_\_\_\_ am/pm

Ending at: \_\_\_\_\_ am/pm Type of event: \_\_\_\_\_

Expected number of guests: \_\_\_\_\_

**Deposit: \$1,000. Due at time reservation is booked**

- \$500. to hold reservation
- \$500. Security – provide Hall security and final lock-up of facilities

**Hall: \$2,000. Due 30 days prior to event**

- includes wooden dance floor (20 x 20), furniture (20 tables + 160 chairs), alcohol license, **no cook kitchen used for cooling, warming, storing and serving only**, outdoor patio, private parking lot & final cleaning
- choose from round or rectangular tables (additional tables \$20. each)
- standard banquet chairs (additional chairs \$2. each)

<b>Available Days Hours</b>	<b>Saturday 11am-4pm</b>	<b>Saturday 6pm-11pm</b>	<b>Fri / Sun 4 pm-10 pm</b>
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**Hall & parking lot closes at 11:00.**

**Your responsibility:**

- Kitchen and hall is to be left with all trash and food picked up and placed in trash receptacles. ***NO EXCEPTIONS.***
- Alcohol consumption be monitored to ensure that attendees can drive home safely.

**Our responsibility:** Final cleaning - put the tables and chairs away, clean the restrooms, clean the windows and sweep and mop the floors.

***ALL FEES AND DEPOSITS MUST BE PAID 30 DAYS PRIOR TO EVENT DATE.***

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 thirty (30) day 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 sale, all other organizations of the Archdiocese of Los Angeles, and their officers, agents and employees.

4. User represents 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.
6. Leaders of the group should be Virtus trained and Finger printed.

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

Use of Parish facilities as noted above.

- Lighted Parking facility
- Use of (20) tables, (160) chairs (additional tables/chairs available)

Other Requirements:

- ABC permit (s) will be provided by Kathy Hankawa – *notice of intent to sell must be given at time of booking event.* **Initial** \_\_\_\_\_
- Security provision covers (5) hours 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 30 days prior to the event.**

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** \_\_\_\_\_

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.
4. Time and Use of Facilities

***Facilities are available for use until 11:00 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** \_\_\_\_\_

5. **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** \_\_\_\_\_

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 waived** \_\_\_\_\_

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.

*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.*

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

**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.

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

Please exchange phone numbers and email addresses to aid communication.

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

**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 6 pages. Initial \_\_\_\_\_