

St Philip the Apostle Church

Box 339

Occidental, California 95465

Fee Schedule and Rental Conditions

- 1) Hall rates for dinners/receptions will be for a 30 hour period. This 30 hour period will include setup time, the event and the take down and cleanup activities. Hall rental includes the main hall and adjacent rooms, use of the kitchen for staging of food only, tables and chairs, linens dining ware, glassware and eating utensils. The hall occupancy limitations are for seated events, 125, and standing events, 250.

- 2) Additional hours exceeding 30 hours, or part thereof, will be charged at a rate of \$100.00 per hour and \$12.50 per hour for the Hall supervisor. The hours will accumulate based on the renters request to have the hall opened by the Hall supervisor. The Hall supervisor will lock the Hall at the time the renter completes event activities and leaves the premises. If the renter is late for their requested opening time there will no adjustment made to the scheduled time requested.

Hall rental fee	\$1,300
Hall Supervisor (thirty hours at \$12.50/hr.)	\$540.00
Hall liability insurance	\$95.00
<b>Total Hall rental fees</b>	<b>\$1935.00</b>
Refundable security deposit (due with application to hold date)	\$750.00
<b>Total fees due</b>	<b>\$2685.00</b>

Kitchen use for food preparation (cooking, use of any heating appliance) **\$25.00/hr.**

(Kitchen use requires a \$200.00 cleaning deposit)

- 3) Hall rates for seminars, meetings, conferences, retreats includes tables and chairs for a two hour minimum.

Rental fee for two hours	\$100.00
Each additional hour or part thereof	\$50.00/hr.
Hall supervisor	\$12.50/hr.
Use of kitchen (for food staging and serving, no prep or cooking)	\$25.00/hr.

(Kitchen use requires a \$100 cleaning deposit)

- 4) Parishioners who are registered members of the parish and who regularly support the parish through the use of weekly offertory envelopes or the PayPal donor program will be charged \$500 for use of the hall. This applies to all rentals, including wedding receptions.
- 5) Weddings scheduled at St. Philip the Apostle Church in Occidental or St. Teresa of Avila Church in Bodega are entitled to a \$300 discount on the Hall rental fee.

#### Parish Hall Policies

The facilities at St. Philip the Apostle Catholic Church are primarily for the use of the parish community and within the 30 hour. Because the parish is tax exempt, the facilities are NOT available for partisan activity or political fund raising. St. Philip the Apostle Catholic Parish reserves the right to make the final determination on the appropriateness of each proposed use of the facilities. All uses shall, in every respect be lawful and conducted within the bounds of Catholic Church teaching.

- **INSURANCE:** Applicants for the use of St. Philip Hall will be required to provide liability insurance that can be obtained either from the Diocese of Santa Rosa ( the form is available upon request) or from the applicants insurance company. The applicant's liability coverage is to be at least a two million dollar policy. With this option, the applicant must provide the Parish with a certificate of insurance, COI, naming the Diocese of Santa Rosa and the Parish as additionally insured. NOTE: most homeowner's insurance policies will not provide a COI that has the "additionally insured" wording. So most individuals will need to purchase the event insurance through the Parish option.
- **ALCOHOL:** Alcoholic beverages may not be sold, served or consumed without special permission from St. Philip the Apostle Catholic Parish. Alcohol use, if permitted, must comply with all California Alcoholic Beverage Control Laws and local ordinances.
- **SMOKING:** Smoking is not permitted inside the parish hall building, or on the patio between the Hall and Church.
- **DECORATIONS:** No decorations may be attached to walls, ceilings or any part of the building without the permission of the hall supervisor.
- **HALL FURNISHINGS:** All hall furnishings are to remain in the hall. There is no additional room to store furnishings within the hall.

- **ADDITIONAL STRUCTURES:** No tents may be erected in the St. Philip parking lot. A tent may be erected on the hall patio, but cannot be attached in any way to the hall or church structures. A patio tent may not impact the patio trees in anyway. The tent dimensions are to be provided to the Hall supervisor. The outside structure will require a permit from the Sonoma County's Permit and Resource Management Department.
- **EVENT VENDOR RENTALS:** We cannot accommodate the renting of tables, chairs, or any large furnishings that cannot be removed from the hall by the time the event is over within the 30 hour time frame.
- **KITCHEN USE:** There are two types of kitchen uses. One is the prep and cooking of food for an event using the cookware and cooking equipment available in the Hall kitchen. The second use is for staging of the pre-prepped food for the event. This would require the party providing the food to also provide their own kitchen equipment as need for the event. For any event the renter will be required to review the current kitchen inventory and the inventory list with the hall supervisor and sign off that the inventory list matches the existing inventory. At the end of the event the physical cookware inventory will be again reviewed for missing equipment. If the post event inventory matches the signed off inventory list there will be no additional charges. If the post physical inventory is not the same as the signed off inventory list there will be a charge for the missing items. Replacement cost will come out of the security deposit. St. Philips kitchen cooking equipment (pots, bowls fry pans, warming pans, coffee makers) have been etched with an 'SP' near any handle or tray lip. All kitchen users need to insure that 'SP' marked kitchen equipment remain in the St. Philip's hall.
- **JUVENILES:** When the St. Philip Hall is used by persons under 18, there must be a responsible adult present for every ten juveniles at the event.
- **REPORT OF INJURY:** Group or individuals are required to immediately report any damages or injury to participants at the event to the hall supervisor.
- **DEPOSIT:** A \$750.00 refundable deposit is due at the time the event is booked. If the event is cancelled less than 60 days prior to the events scheduled date, \$200.00 of the deposit is forfeited. Full payment of all fees associated with the hall rental is due thirty days in advance of the events scheduled date. The refundable deposit will be returned following the event if the facilities interior, outside areas and parking lot are left in clean and undamaged condition. If the 30 hours needed for the event is exceeded the excess charges will be taken from the security deposit and/or additional payment from the renter.
- **CUSTODIAL SERVICES:** It is up to the renter to make arrangements for the end of event cleanup. There are two custodial service companies that we use for the hall. The contact information is; 1) 707-703-2668 ask for Elva, 2) 707-657-8131 ask for Maria.