

## **Biedermann Hall at Sacred Heart Church Information and Guidelines**

In contracting to rent Biedermann Hall, the lessee agrees to adhere to and comply with all requirements, guidelines, fees and deposits for rental. Please note that the Responsible Party, as specified on the Rental Agreement, is required to be present for the duration of the event. All inquiries on matters pertaining to the booking and clarification of policies are to be discussed with the Special Events Coordinator, Don Mulville.

Please note that all Weddings performed in the hall or on the grounds require prior approval by the Pastor. Use of facilities may be refused if events or ceremonies conflict with the Catholic Church's principles and tenets.

An evaluation form is attached; please let us know how we're doing. We strive to do our part to provide a safe and successful experience for your event.

### **FEES AND DEPOSITS**

#### **Payment Schedule**

A non-refundable deposit of \$300 must be paid at the time your reservation is confirmed and the Rental Agreement is signed. All fees shall be paid in full 60 days prior to the event. Payments are acceptable up to the 60 day deadline. Failure to make payment on schedule could result in event reservation cancellation.

#### **Facility Cleaning and Damage Policy**

Sacred Heart Church contracts with a janitorial company to provide for cleaning of the facilities after the event and the lessee pays a flat fee for this service. It is the responsibility of the lessee to see that all tables and chairs are returned to storage area immediately following the event, unless other arrangements are made and the lessee prefers to pay for this service. The lessee pays a refundable damage/loss deposit to cover any hall, kitchen or parking lot damage, repairs, and/or for the loss of facility property.

#### **Insurance**

Sacred Heart Church and the Archdiocese of Los Angeles require that all non-parishioner lessees purchase comprehensive general public liability insurance, of \$1,000,000 minimum combined single limit, for the event and provide a certificate of insurance at least two weeks prior to the event stated exactly as follows: **"Roman Catholic Archbishop of Los Angeles, a corporation sole and Sacred Heart Church are named as additional insureds. This insurance will be regarded as primary and no other insurance shall be considered contributory or co-insurance."**

#### **Security Guards**

Sacred Heart Church contracts with a security company to provide for security for the event and the lessee pays for this service. San Buenaventura City Ordinance requires one guard for each 75 persons in attendance (includes children 1 year or older) for the entire scheduled time of the event, which includes one half-hour prior to and one half hour following the event. (See Additional Guidelines for Quinceañeras)

# **Biedermann Hall at Sacred Heart Church Information and Guidelines**

## **Event Supervisor**

Sacred Heart requires that all events are supervised by a representative from the church; and that the supervisor be on location for the entirety of the event to assist with any questions, concerns or problems that may arise during the event. The lessee's cost for this service is based on the estimated number of people in attendance.

## **Discount for Active/Supporting Parishioners and Seniors**

A 10% discount on hall rent will be given to parishioners, who book the hall (for their own event) and are active and supporting members of Sacred Heart Parish, as verified through contribution envelopes and/or church volunteer involvement. We offer a 25% discount on hall rent for active parishioners age 65 and above who book the hall (for their own event).

## **Cancellation Policy**

- You may cancel your reservation up to ninety days prior to the event and your monies on deposit will be returned to you less the non-refundable deposit.
- Sacred Heart Parish does not accept liability for losses due to any events or catastrophes causing the hall to be closed. If the hall is closed due to events beyond our control, hall rental fees shall be refunded.

## **LOGISTICS**

### **Bar Information**

The bar and all alcohol are provided through the Sacred Heart Church Knights of Columbus who are legally licensed and are the sole distributor of alcohol at Biedermann Hall. No alcoholic beverages are to be consumed, served or brought onto any part of Sacred Heart Parish property. Any illicit alcoholic beverages will be confiscated by security guards. Questions regarding the bar should be directed to the Bar Manager.

### **Set up/Decorations/Post Event Clean-up**

Arrangements can be made for event set-up, or pre-event rehearsal, between the hours of 5:00 pm and 9:00 pm, the evening prior to the event. If you would like to reserve this time slot, you may book it for an additional fee.

Jolly Jumps, slides or any other portable play equipment is prohibited.

All trash and recyclables are to be removed from building and discarded into the appropriate dumpsters. Boxes must be collapsed and removed to recycling dumpster. Trash dumpsters are located on the east side of hall (outside kitchen back door). Additional bins are located at south-east corner of school (across drive from picnic area).

## **Biedermann Hall at Sacred Heart Church Information and Guidelines**

### **Main Hall and Meeting Rooms:**

- All tables, chairs, and decoration set-up shall be under the direction of the Special Events Coordinator or the Event Supervisor, and are the responsibility of the lessee
- Confetti (paper and metallic), candles, glitter, rice, flower petals, and bird seed are not allowed
- At the end of the event all tables must be washed, folded, and returned to the storage room at the west end of the hall. All chairs must be stacked 8 high and left in an orderly manner in the storage room at the west end of the hall. Lessee has the option of paying an additional fee to have our janitorial company provide this service
- No nails, screws, bolts, etc. (even temporarily) shall be used to hang decorations.
- Remove all trash/recyclables to appropriate dumpsters. Insert new trash liners in all receptacles

### **Kitchen:**

- Sacred Heart Parish does not provide kitchen supplies such as towels, cloths, soap, pot holders etc. The lessee or caterer must provide these
- Stove (including stainless steel back and wall), ovens, counters, sink, coffee urns, and freezer shall be emptied of all unused material & be left clean and free of food and grease
- Pantry shall be closed and locked
- Kitchen floor must be swept and trash/recyclables removed to appropriate dumpsters. Insert new trash liners in all receptacles
- Do not leave any food items behind as they will be discarded the next business day
- In the event that the kitchen is left unclean and requires janitorial service, the cost will be deducted from the kitchen cleaning deposit

### **Picnic Area / BBQ Trailer:**

- Tables shall be clean and free of food & debris and trash/recycling removed to appropriate dumpsters
- Area shall be free of debris and graffiti
- BBQ shall be cleaned with a wire brush.

### **Obtaining and Returning Keys**

Keys are picked up from the Parish Church Office during office hours and returned thru the mail slot at the end of the evening of the event. Keys may not be kept overnight.

### **Post Event Instructions**

The party shall vacate the hall no later than 30 minutes after the scheduled end time of event.

### **Music**

Volume is monitored by the Hall Supervisor so as not to unduly disturb our neighbors. Music must be turned down at 10:00 pm and turned off at 11:00 pm. Policy strictly enforced.

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### **Supervision of Children**

Children shall be under the supervision of an adult at all times they are present, including set-up, rehearsal and for the duration of the event. School play equipment is off limits and all outside play without an adult present is prohibited. All children under the age of 18 must be inside the hall from dusk through the end of the event.

### **Additional Guidelines for Quinceañeras**

Invitations shall include tickets for all guests' admission to the reception, including children over the age of five. A ticket sample shall be submitted to the Event Supervisor. This ensures that only invited guests are admitted. Security guards will collect these at the door.

There will be no admittance to the Hall after 7:00 p.m.

The security for Quinceañeras is one (1) guard per fifty (50) attendees, including children.

### **Fee Schedule:**

Hall Rental	1,200.00
Kitchen (only) Rental	200.00
Padre Serra Meeting Room Rental	200.00
Picnic Area Rental	200.00
BBQ Trailer Rental	50.00
Hall Cleaning Fee	200.00
Kitchen Cleaning <i>refundable</i> Deposit	200.00
Facility Damage/Loss <i>refundable</i> Deposit	600.00
Parking Lot Damage/Loss <i>refundable</i> Deposit	100.00
Liability Insurance Policy	varies
Event Supervisor Fee	\$1/per person
Optional Evening Before Set-up Fee	50.00
Optional Evening Prior to Event for Rehearsal	50.00
Optional Table/Chair Clean & Breakdown Fee	50.00

### **Contact numbers:**

Sacred Heart Church Office, (805) 647-3235

Special Events Coordinator – Gabriel Garcia, (805) 647-3235 x312

Event Supervisor - Mike Kipp, (805) 795-1512

Bar Manager – Joe Barajas, (805) 797-2298