

SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

FACILITY RENTAL CONTRACT

1111 W. Town and Country Road, #14, Orange, CA 92868

Rental Date _____ Set Up Time _____ Start Time _____ Finish Time _____ Intl _____
 Name _____ Cell Phone _____
 Address _____ Phone _____

Rental Fee: \$900.00 Rental is limited to six hours total (includes setup, event and cleanup). <i>Daytime meetings and funerals: \$100/hr</i>	Total _____
Additional Hours: \$100.00/hour Hall must be vacated by 12:00 midnight.	Total _____
Security Personnel Fee: \$150.00 One security person required at the discretion of the supervisor.	Total _____
Holding Fee: \$200.00 Holding fee must be paid to hold the date requested and is fully refundable within three working days of receipt.	Total _____
50% Payment 50% payment must be made at signing of contract and at least thirty days prior to event.	Total _____
Facility Deposit: \$350.00 (refundable) Facility deposit covers damages, cleanup and rule infractions. Balance of deposit will be refunded with 10 working days.	Total _____
Final Payment Final payment is due two weeks prior to the event. Final payment includes balance of rental fee, security personnel fee, and facility deposit.	Total _____
Cancellation Policy No refunds unless specifically outlined above. Client surrenders 50% at 30 days and 100% at fourteen days prior to event.	Total Contract Cost: _____

Included in price:

- Tables – rectangular (qty: 17) & round (qty: 17) | Chairs (qty: 120) | Podium (qty: 1)
- Food prep access, including refrigerator, microwave, and coffee maker
- Cleaning supplies, trash bags, trash cans, and recycle can
- Access to men’s and women’s bathrooms
- Hook up to big screen TV in hall for presentations and slide shows
- One on-site supervisor on the premises at all times

Client Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For more information or any questions:

Contact: Daniel Ayala | (714) 624-2101 | funtasticevents@hotmail.com

SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH RULES:

- Alcohol: wine and beer (in cans only) allowed. Hard spirits are *absolutely prohibited*, and use may terminate your event. Serving alcohol will cease one-half hour prior to the end of event.
- Minors are not allowed to consume alcohol for any reason.
- Sale of alcohol will be permitted with proper permits and licensing.
- All vendors must have proper liability insurance.
- All guests must remain inside; we understand the need to get some fresh air, but there will be no congregating in the parking lot.
- All children must be in the building area at all times. No running out into the parking lot or going around the building.
- No inflatables (i.e., jump houses, slides etc.) permitted on the premises.
- All types of music allowed (i.e., DJ, band, etc.) and must be set up in the hall. Volume must remain at a level that does not disturb neighbors and is at the discretion of facility rental supervisor. Music must cease at 11:30 p.m.
- No offensive language or offensive media (i.e., profanity, pornography, etc.) permitted on the premises.
- No smoking is allowed in any building on the premises. Smoking is allowed outside and cigarettes/cigars must be disposed of in designated containers.
- Kitchen and bathrooms must be cleaned completely. Cleaning includes removal of client's food/drink from refrigerator, cleaning counters/sinks, and cleaning all appliances.
- All trash must be removed from patio and parking area at the completion of event.
- Client is responsible for disposing of all trash in the dumpster at the completion of event.
Client may elect to have Saint Matthew Ecumenical Catholic Church staff clean premises after the event and will forfeit 50% of deposit. Election to have staff clean must be coordinated with the on-site supervisor.
- The hall must be completely vacated by 12:00 midnight.
- **All or a portion of the deposit will be forfeited for violation of rules.**
- All payments must be made out to "Saint Matthew Ecumenical Catholic Church." Accepted forms of payment: cashier's check or money order.

Client Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

We recognize that you have many choices for your event locations. We at Saint Matthew Ecumenical Catholic Church would like to thank you for choosing us. If there is anything that we can do to help you with planning your special day, please contact our facility rental supervisor.

Catering ~ BBQs ~ Taco cart ~ DJs ~ Bands ~ Clowns ~ Magicians ~ Comedians ~ Cartoonists ~ Sound equipment ~ Balloon décor ~ Casino night ~ Equipment rentals ~ Serving staff ~ Auctioneer ~ MC ~ Linens and tableware ~ Tents