



Incarnation Community Center Rental Agreement

Rental Details for _____

Date(s) of Rental: _____ **Time(s):** _____ **to** _____

Room(s) Rented: _____

Will there be decorations? Yes (How much prep time?) No

Will alcoholic beverages be served? Yes No

Terms and Conditions of Rental Agreement

The following Rental Policy contains important information regarding the use of the hall. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Incarnation Church. The application date is the date the application is mailed or otherwise provided to the applicant.

If you have any questions regarding the policy and its guidelines, please contact Tonie Casey at (818) 281-5956 or by email at CommunityCtr@incaglendale.org.

1. Application

Hall rental applications may be obtained by calling the church at (818) 242-2579. All hall rentals (both large and small hall) for any parishioner, non-parishioner or Church organization require an application. No rental shall be considered until a completed and executed application is submitted to the Incarnation Church together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Incarnation Church.

2. Rental Fee for Rental Period _____

Room _____ **Rental** _____

Non Parishioner - _____ **Parishioner-** _____

The Rental Fee must be paid in full at least sixty (60) days prior to the rental date or with the application whichever is the sooner.

3. Rental Period

Each rental shall be for a period of a maximum one (1) hour. Additional time (over the one hour rental time for the function) is subject to the approval of the Church of the Incarnation at an additional cost of \$35.00 per additional hour, for no more than two additional hours. Additional cost is determined and subject to change by Church of the Incarnation. Rental party is responsible for determining the total amount of time needed to ensure that the time requested includes all the time needed to set-up and take down decorations, arrival and set-up for your catering service, entertainment and clean up. Additional time must be requested at the time of application.

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4. Cleaning/Damage Deposit

Cleaning/ Deposit

Non-Parishioner - _____ Parishioner - _____

As stated above, the cleaning deposit is due at the time of application. Please write a separate check for the cleaning deposit. All money shall be returned if the application is not approved.

The cleaning deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

5. Cancellation Policy

A written cancellation request must be received by the Church office. Refunds will occur as follows:

If the written cancellation is received within five business days after the application date, a full refund of the rental and security deposit.

If the written cancellation is received between 46 and 60 days-full refund less \$100 cancellation fee.

If the written cancellation is received between 15 and 45 days for a Sunday to Friday event-full refund less \$300 cancellation fee.

If the written cancellation is received between 15 and 45 days for a Saturday event-security deposit refund only.

If the written cancellation is received 14 days or less for a Sunday to Friday event-full refund less a \$450 cancellation fee.

If the written cancellation is received 14 days or less for a Saturday event-No refund.

6. Capacity

The maximum capacity of the basement shall be sixty people.

7. Room Set-Up

If included in the rental, the room will be set-up based upon your written request and diagram to the church office, no later than ten days prior to the event. No other changes to the hall configuration may be made once the event has begun. Exact furniture rental/set-up fees will be dependent on the requirements indicated on the application form.

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8. Decorations

Decorations shall be limited to tables only. All decorations must be flame retardant. Use of glue, nails, tacks or staples is strictly forbidden. You may use masking/painters tape to hang decorations. No tape of any kind may be used on the floors. Absolutely no taper candles! You may use floating or votive candles only. Use of any type of glitter, confetti, rice or birdseed is strictly forbidden on the premises. No wall or ceiling decorations shall be allowed, without prior approval from Church of the Incarnation. Decorations shall be reviewed with Church of the Incarnation for proper consideration of the Church facility as well as local fire codes. (Tablecloths and decor can be provided at an additional cost to the renter.) Rental party is responsible for the removal off all decorations all other items brought on the premises. Rental party is also responsible for the removal of trash from the buildings, garden and parking area and the placement off all trash and recyclable items in the appropriate dumpsters and the complete cleaning of the rented facilities as detailed in the set-up and cleaning guidelines provided with the contract.

9. Music

At least two weeks prior to the event, renting party must provide Church of the Incarnation with a description of the form of music to be provided, if any, during the rental period, set-up and electrical needs. Use of foam and smoke devices is strictly prohibited.

10. Hall Clean-up

Renting party is responsible for clean up of hall area, making sure all rubbish gets into the trash bins. This is critical to the security deposit refund. A clean-up instruction sheet will be provided with the contract. Rental party is responsible for designating a person to meet with the Incarnation Representative for a walk through inspection prior to the commencement of the event and at the conclusion of the event.

11. Kitchen Clean-up – Not Applicable

Renting party/caterer is responsible for the complete clean-up of kitchen area. Countertops should be washed, Ovens and Microwaves should be cleaned, Floors should be swept, Trash should be placed in the outside dumpster, Coffee Machine should be washed, Wash and Clean Sinks and surrounding area, Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of Incarnation Church. This is critical to the security deposit refund.

12. Cooking – Not Applicable

NO cooking or grilling will be allowed on the property without prior approval. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

13. Kitchen usage – Not Applicable

In kitchen rental party/caterer may use the following: refrigerator, freezer, ice machine and stoves and ovens, microwave (for warm up only).

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14. Kitchen restrictions – Not Applicable

In kitchen rental party/caterer **may not use** the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher.

15. Smoking Policy

This facility is a **NO SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.

16. Assignment

Facility rental cannot be transferred, assigned or sublet.

17. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the Church of Incarnation, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities. A certificate of insurance must be issued by renting party's insurance carrier naming Church of the Incarnation as additionally insured with an Endorsement: "Additionally Insured-Owners, Lessees or Contractors (Form B)". Wording for both: The Roman Catholic Archbishop of Los Angeles, a Corporation Sole and Church of the Incarnation, 1001 N. Brand Blvd., Glendale, CA 91202

18. Alcoholic Beverage Policy –

No alcohol is to be served without prior approval from Church of the Incarnation. If alcohol is to be served, the rental must include the hiring of security guard(s). The total number of guards is to be determined based on the number of expected attendees. The cost of the security guards will be added to the rental fee. In addition, a 1-day liquor license must be obtained by the rental party from the County of Los Angeles. This process can take a minimum of 30 days to get. The license must be presented to the Incarnation Representative two days prior to the event.

19. Attorney's Fees

Should any litigation be commence by Rental Party regarding noncompliance to this rental agreement by Rental Party, Rental Party shall be responsible for legal fees incurred by Church of the Incarnation.

20. Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

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21. Miscellaneous

Animals are not permitted in the building, (except service dogs).

22. Amendments

This basement rental agreement may be amended by the Church of the Incarnation to fit the particular needs of the rental party. A contract may be terminated or voided by the Church of the Incarnation if the information provided on the application is inaccurate and/or incorrect.

I have read and agree with the terms and conditions of the entire contract.

By: _____ Date _____
(Authorized Signature)

Name _____ Title _____
(Print or Type)

Incarnation Representative _____ Date _____

FOR OFFICE USE ONLY:

Rental Fee: _____ Cleaning Deposit: _____

Rental Deposit Received: _____ Date _____

Check # _____

Cleaning Deposit Received: _____ Date _____

Check # _____

Balance Due: _____ on _____ (Date)