



St. Frances of Rome Church
Parish Hall Rental Agreement
402 N. Dalton Ave., Azusa, California 91702

This is a rental agreement for the use of the Parish Hall, located at 402 N. Dalton Ave., Azusa, CA, with the following provisions for the person(s) using the Hall:

1. The rental of the Hall is \$1200 for one full day's use. Hall includes 200 chairs and 24 large round tables. Hall seats 240 maximum (banquet style).
2. \$500 security deposit is required to book your date, due at signing of contract. Full rental fee is due before keys can be picked up.
3. All payments must be made only with a money order at the Parish Center located at 506 N. Soldano Ave in Azusa. Cash and checks are NOT accepted for safety reasons.
4. Cancellation notice of at least 90 days is required. If shorter notice is given, the total deposit will be forfeited.
5. For Saturday events, renters will only occupy the premises Friday after 12 o'clock noon to decorate, Saturday for the function and Sunday before noon to clean up. No exceptions.
6. Renters must meet with a parish representative a few days before the event for a brief orientation and walk-through (usually Wednesday).
7. Renters will pick up keys from the Parish Center on the Friday before the rental between the hours of 10:00 am and 8:00 pm (or Thursday if Friday is a holiday). If extra trips/meetings are required with renters, due to their error, a fee of \$20.00 will be deducted from the deposit.
8. The Hall premises must be cleaned by Sunday at 12 o'clock noon. If after 12:00pm a \$50.00 charge will be deducted from the deposit. Forfeiture of deposit will otherwise apply.
9. All functions must have a minimum of 3 (two) professional security guards. The occupants are responsible for contracting with and payment of security. The security guards contract (including payment receipt) must be presented when picking up the keys.
10. Day of event: Music must be lowered no later than 10:00pm by city ordinance. Function must end no later than 11:00pm. Everyone must leave the grounds by 11:30pm. Security guards will enforce the curfew. No clean up after function.
11. The deposit will be returned to the renter after the function and return of the keys. If the keys are lost, the total deposit will be forfeited to cover the cost of changing the locks.
12. The total deposit will be forfeited if renter surpasses the specified curfew time limit and/or does not comply with any part of this agreement.
13. Part or all of the deposit will be forfeited for the following reasons:
 - Damage to the Hall and/or tables, chairs or any other contents inside.
 - Missing property belonging to the Parish Hall.
 - Damage to outside grounds including the patio, lights, trees, bushes and plants.
 - Renter will be held liable for any damage to adjacent properties caused by renter or their guest, whether it is personal or property damage.
 - Using confetti, glitter, staples, duct tape, or nails in the Hall or on the grounds will cause a forfeiture of the deposit.
14. St. Frances of Rome Church reserves the right to refuse rental to any individual and/or club/organization.