

Rental Agreement

Society of the Holy Trinity

Arcata Portuguese Hall 1185 11th Street. Arcata Ca. 95521

707-630-3810

Renter Name: _____ **Organization:**(if applicable): _____

(Must Be 21 years of age to rent facility)

Sponsor Name: _____

Phone Number: _____ **Email:** _____

Address: _____

Event Date and Time: _____ **from** _____ **to** _____

Type of Event: _____

Total Attendees: _____

Rental Rates:

Entire Hall, Bar & Kitchen: \$2,500.00

Main Front Hall & Bar: \$1,000.00

Dining Hall: \$1,000.00

Kitchen: \$1,000.00

****Bar Requires Permits****

Maximum Capacity: Front Hall: 200 seated: 450 standing - Dining Hall: 200 seated 385 standing.

*****Checks must be made payable to: Society of the Holy Trinity**

* **Nonrefundable Reservation Deposit of: \$250.00** is required to guarantee the rental space for the date requested. May be applied to the security deposit.

* **Security deposit fee:** \$ _____ is required to ensure facility is properly cleaned and no damage has occurred. This deposit is due 2 weeks prior to event along with required insurance certificates.

Insurance minimum liability requirements are as follows:

\$1,000,000.00 per occurrence and \$2,000,000.00 per aggregate with the Society of the Holy Trinity named as insured.

The rent of: \$ _____ is due 2 weeks prior to event. All monies must be paid in full prior to receiving any keys or the event will be considered cancelled and your reservation deposit will be forfeited

Premises:

- A.) The event shall go no later than 12a.m.
- B.) Nothing shall be attached to the walls, windows, lights or fixtures unless approved prior to the function.
- C.) Open flames are not permitted.
- D.) All personal belongings including any equipment or furniture rented from an outside agency must be removed from the building no later than 11a.m. the following day.
- E.) Renter is responsible for leaving the facility in a clean and orderly manner. This includes wiping down counters, sinks, tables, sweeping and mopping floors with hot water and vinegar. **All trash, leftover food and drinks must be removed from the premises.**
- F.) Gate on East side must remain unlocked during the event.
- G.) Exit lights must be turned on and all exits unobstructed.
- H.) No smoking is allowed in the facility or within 20 feet of the entrance.
- I.) The renter will receive any forthcoming refund, unless any deductions, no later than 2 weeks after the event.

The individual, agent or entity signing this contract along with event guests will hold harmless the Society of the Holy Trinity, Arcata Portuguese Hall, all individuals and affiliates jointly and severally harmless for any loss, damage or injury to person or property resulting from the use, occupancy or possession of the premises.

I, _____ hereby acknowledge that I have read the above rental conditions.

Renters Signature: _____

Renters Signature: _____

Portuguese Hall Representative: _____

Date: _____

Due Dates: 2 weeks prior to event:

Reservation Deposit: \$250.00 Paid: _____

Rental Deposit: Paid: _____

Rental Fee: Paid: _____

Insurance Certificate: Rec'd _____

ABC Liquor License: (if required) Rec'd _____

Dance Permit: Rec'd _____

