

Guidelines for the Use of San Carlos Cathedral Parish Hall

500 Church Street, Monterey, CA 93940



For wedding receptions we can easily seat 300 people or more with our dance floor and portable bars installed. For other events, we can seat 500 people.

1. The Use of the Hall is restricted to the day(s) and time(s) it is assigned.
 - a. Wedding receptions may only take place in the Parish Hall if the wedding ceremony is celebrated in our Cathedral.
 - b. Parishioner use for family or private events preceded by a liturgical celebration in the Church.
 - c. Non-profit organizations (religious or charitable) whose mission and purpose does not conflict with the Catholic Church's mission.
 - d. *Alcohol is prohibited at any children/youth events.*
2. User of the Hall is responsible for informing their guests that the Hall Guidelines must be respected at all times, which includes keeping it clean and well-maintained.
3. **Occupancy: FULL DAY RENTAL is from 8:00 am to 11:00 pm.**
 - a. The Hall will be opened at _____ for set-up and/or decorating.
 - b. All events, including music and the serving of alcohol, must conclude by 10:00 pm.
 - c. General clean-up must be completed and the premises vacated no later than 11:00 pm. You must take all your belongings at this time. San Carlos Cathedral Parish is not responsible for any items or valuables left behind.

- d. If you are renting the Hall for a wedding reception, you may request the Hall be opened after 3 pm on the afternoon prior to your event for set-up and/or decorating.
4. No cooking is allowed in the kitchen.
 - a. The kitchen is for reheating, basic food preparation, and serving purposes only.
 - b. The refrigerators (including the walk-in refrigerator) may be used on the day of the event only and must be cleaned out by the User at the end of each event.
 5. The Short-term Agreement includes use of the following during the event:
 - a. Use of tables and chairs;
 - b. Use of kitchen (for purposes stated above);
 - c. Use of the dance floor (if desired);
 - d. Use of refrigerators;
 - e. Use of the existing bar and/or portable bars.
 6. All doors will remain unlocked during all events. The event must be conducted indoors only. No part of the event shall be held outside the Hall. Loitering is not allowed in the parking lot areas.
 7. Decorations may be used in designated areas only.
 - a. Decorations are limited to table decorations and flower arrangements only.
 - b. No decorations may be taped, stapled, nailed or tacked on the walls, windows, doors, or ceilings.
 - c. Candles are allowed only on tables and must be in a protected container.
 - d. Any decorations that you wish to keep should be removed immediately following your event.
 8. San Carlos Cathedral Parish must be notified if any alcohol is to be served.
 - a. If any alcoholic beverages are to be sold, a proper liquor license from the Alcohol Beverage Control must be obtained by the User and displayed at the site at the time of use. A copy of the valid liquor license must be presented to San Carlos Cathedral Parish Office no later than 20 days prior to the event. All alcoholic beverages must remain inside the Hall.
 - b. *Under no circumstance may alcohol be served to minors.***
 9. Smoking is prohibited anywhere inside the Cathedral Hall at all times.

10. User may choose to employ San Carlos maintenance personnel to clean and tear down after event use. Otherwise, User is responsible for all cleaning in all locations of the facility that were used, including trash removal.

11. The San Carlos Cathedral Parish Representative will inspect the entire premises including the patio, parking lot, and surrounding outside areas after each function to determine if the security deposit will be returned to the User.

- a. If there is any damage or excessive cleaning needed to the Hall, equipment, and/or surrounding areas, the amount to cover the damages will be deducted from the security deposit.
- b. Should the damage exceed the amount of the security deposit, the User will be liable for the additional amount necessary to cover such damage.
- c. If damages do not exceed the amount of the security deposit, then the remaining portion of the security deposit will be returned to the User.
- d. If the Hall is left in a clean and undamaged condition, then the entire security deposit will be returned to the User within one (1) week of the event to the address indicated on the signed Use Agreement.

I have read the above Guidelines and will comply.

(Signed Short Term Use Agreement attached)

Signature _____ Date _____

Caterer Name & Contact Information _____

Employment of San Carlos Cleaning Personnel Declined Hired

Additional Notes/Requests

Use the back of this form if additional room is necessary.

FACILITY RENTAL FEES

San Carlos Cathedral Parish Hall

Effective June 01, 2017

FULL DAY RENTAL

	USER FEE	SECURITY DEPOSIT
Wedding Reception for Active, Contributing Parishioners	\$3,000.00	\$1,000.00
Wedding Reception for Non-Parishioners	\$4,000.00	\$1,000.00
Family or Private Event for Active, Contributing Parishioners	\$3,000.00	\$1,000.00
Non-Profit Organizations	\$3,000.00	\$1,000.00
San Carlos Parish Ministries & Organizations	N/A	N/A

MEETING RENTAL – 4 HOUR MAXIMUM

	USER FEE	SECURITY DEPOSIT
Up to 60 people with light refreshments	\$750.00	\$500.00

FUNERAL USE – Following a funeral that takes place in the Cathedral

	USER FEE	SECURITY DEPOSIT
Funeral Reception with Food Brought In Only (no kitchen use)	\$500.00	\$500.00
Funeral Reception with Use of Kitchen	\$1,000.00	\$500.00

All payments are to be made payable to San Carlos Cathedral.



DIocese OF MONTEREY, CALIFORNIA

SHORT TERM USE AGREEMENT

San Carlos Cathedral Parish Hall

AGREEMENT, between SAN CARLOS CATHEDRAL PARISH and _____ relating to the
(USER)

**SAN CARLOS CATHEDRAL PARISH HALL
500 CHURCH STREET, MONTEREY, CA 93940**

SAN CARLOS CATHEDRAL Parish grants "USER" permission to use such facility for the following purpose: _____

Date(s): _____ Time(s): _____ Number attending: _____

User agrees to pay the following amounts:

\$ _____ for use of the facility.

- The security deposit must be paid in full at time of reservation.

The full security deposit amount shall be paid at the time of the signing of this Agreement. Failure to pay the fees on time may result in forfeiture of the amounts already paid. The security deposit is nonrefundable and will not be returned if the user cancels within 30 days of the scheduled event.

This permission is granted upon these additional terms and conditions and is non-assignable.

1. The Purpose of use stated above is the only use permitted under this Agreement.
2. The use of the kitchen will be for reheating and serving purposes only. (No cooking.)
3. User shall leave the facility, inclusive of patio areas, parking lot, and foyer in a clean and orderly condition, and if any alterations were allowed, restore the facility to its original condition; and shall repair any damage arising out of the use of the facility under this Agreement. The Parish Site Manager will inspect the premises and equipment following each function. If any damage or excessive cleaning is needed, the amount will be deducted from the original security deposit. Should the damage amount exceed the amount of the security deposit, the User will be liable for the additional amount necessary

to make such repairs. If the facility is left in a clean and undamaged condition, the security deposit shall be returned to User within one week after User has completed its use of the facility, less those amounts needed to remedy User's failure to fulfill its obligations under this Agreement.

4. User agrees to defend, indemnify and hold harmless the Diocese of Monterey and San Carlos Cathedral Parish and their employees, agents, and guests from and against any and all claims, damage, loss liability or expenses including without limitation, attorney's fees and costs attributable to User's use of the premises.

5. User must provide and maintain General Liability insurance during the period covered by this Agreement insuring the Diocese of Monterey against liability for Bodily Injury (including death) and Property Damage from occurrences in or about the facilities or the use or condition thereof, with at least Combined Single Limits of **\$2,000,000**. Such policy or policies shall name as additional insured(s) the entities and persons named or described herein. The insurance shall be primary and any other insurance available to the Diocese or Parish shall not be called upon to contribute. The User may secure coverage to meet these Diocesan Insurance Requirements by purchasing coverage through the "Special Events Liability Insurance Program for Outside Users of the Diocese of Monterey facilities." Any alternative source for the User of this required insurance coverage must be evidenced by furnishing Certificate of Insurance and Policy Endorsement acceptable to the Diocesan Director of Insurance. These must be received by:

The Roman Catholic Bishop of Monterey, A Corporation Sole
Attn: Director of Insurance, PO Box 2048, Monterey, CA 93942

at least twenty (20) days prior to the use of the facilities. Said insurance shall provide the Certificate of Insurance and policy endorsement shall state that such insurance cannot be modified or cancelled without thirty (30) days notice to the above address. A copy must also be provided to San Carlos Cathedral Parish, 500 Church Street, Monterey, CA 93940 (Fax # 831.373.0518).

Initial here: ___

6. As used herein the term "Diocese of Monterey" includes the above named parish, The Roman Catholic Bishop of Monterey, A Corporation Sole, and all other constituent organizations of the Diocese, and their officers, agents and employees.

7. User will not use the premises for any purpose that is inconsistent with the Parish's religious purpose or philosophy.

8. Parish may terminate this Agreement, and permission to use such facility, at any time with good cause without obligation.

Special Provisions (*insert if any*)

Date: _____ By: _____
(Full Name of User)

(Signature of User)

Home Address: _____

Home Telephone: _____

Date: _____ By: SAN CARLOS CATHEDRAL PARISH

(Name of Pastor/Parish Representative)