



St Michael Catholic Church  
458 Maple Street  
Livermore, CA 94550  
925-447-1585. StMichaelLivermore.com

OFFICE USE ONLY

Approved by:

Office Manager

Business Manager

# ST MICHAEL PARISH HALL CONTRACT

326 Maple Street, Livermore

Name	
Event Name	
Event Date	
Estimated Guest Count	
User's Contact Person	
User's Email	
User's Phone	

## FEES

	Cleaning Fee	\$200
	Supply Fee	\$50
	Insurance Fee: Under 100 Guests	\$100
	Insurance Fee: Over 130 Guests	\$130
	1 Security Guard per 100 Guests (if alcohol is served)	See last page
	<b>TOTAL</b>	
	<b>FORM OF PAYMENT</b>	
	<b>RECEIVED BY</b>	

## RELEASE OF LIABILITY

\_\_\_\_\_ (Print User Name) agrees to indemnify and hold harmless the Roman Catholic Diocese of Oakland from and against all liability, loss or damage whatever from any cause whatever, including the negligence (active or passive) of the Diocese its officers, agents or employees arising from the use of the facilities or activities in and about the same by user or its representatives.

Signature\_\_\_\_\_ Date\_\_\_\_\_



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### *HALL USE RULES*

*Please initial each rule*

	Users <i>cannot</i> use the building until after 5:00 pm on school days for the safety of students on campus.
	The maximum number of people allowed in the parish hall at any given time is 300 people
	Alcohol may be served but not sold during this event. <i>See last page</i>
	If alcohol is served, one security guard per 100 guests must be present <i>Please choose from our recommended services – see last page</i>
	No guests are allowed in the school yard or in Monsignor Adams Field.
	Smoking and vaping are prohibited inside the hall and restrooms, the school premises, and within 13 feet of any pedestrian access to school premises
	Confetti is not allowed
	Any damage or destruction of property will be repaired at the users' expense
	Keys can be picked up in the Church's office. Users have 48 hours to return keys. Failure to return keys will result in \$100 Fees.

### *KITCHEN USE RULES*

If using any of the halls, upon request in advance, the oven may be used to heat up food. Cooking is not allowed. Liability insurance is also covered under this fee.



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### ***DEPARTURE PROCEDURE***

*Please initial each rule*

	Remove all user's items (decoration, food, etc.)
	Take the garbage to the dumpster
	Put new garbage liners in the bins
	Mop spills immediately
	Wipe tabletops
	Return equipment to the original location
	Turn off the stove and oven (if used)
	Turn off all lights and close all doors
	Lock all exterior doors
	Return hall keys within 48 hours of event

### ***DISCLAIMER***

St Michael Catholic Church may terminate this agreement and permission to use such facilities at any time for good cause without obligation except to refund any amount which the user has paid.

### ***SIGNATURES***

By signing this agreement, you affirm that you have read and understood the terms and conditions of using the St Michael Parish Hall

User's Signature \_\_\_\_\_ Date: \_\_\_\_\_

St Michael Office Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_

St Michael Business Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_



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#### HOW TO:

Email the office manager ([Sonia@stmichaellivermore.com](mailto:Sonia@stmichaellivermore.com)) OR come to our office to speak with our staff and fill out the form.

- Fill out the paperwork and obtain insurance.
- 48 hours before event, we will resend a copy of the Policy & Departure Procedures

**Insurance:** User can make a copy of this agreement and submit to their Insurance agent.

**Recommended Insurance Company:** <https://gatherguard.com/>

**Recommended Security Companies:** Business Manager will book for the users of the hall.

#### **Veterans Covert Protection Group (For larger events)**

	Rate	Hours	Total
Two (2) Unarmed Security Agent Fee	\$55.00	5 hr. minimum	~\$550.00
Three (3) Unarmed Security Agent Fee	\$55.00	5 hr. minimum	~\$825.00

#### **ALCOHOL USE & SALES:**

Users may speak with Pastor and Business Manager for permission to **sale** alcohol for Special events. The user must acquire a permit from the City of Livermore.