



ST. GREGORY ARMENIAN APOSTOLIC CHURCH
 51 Commonwealth Ave., San Francisco, CA 94118
 Office (415)751-9140 Email seta@stgregorysf.org Fax (415) 751-9707

SAROYAN HALL RENTAL CONTRACT
 EVENT LOCATION: KHATCHATURIAN ARMENIAN COM. CNTR. - SAROYAN HALL
 825 BROTHERHOOD WAY, SAN FRANCISCO CA 94132

NAME OF INDIVIDUAL OR ORGANIZATION: _____
 ADDRESS: _____
 HOME PHONE: _____ WORK/DAY PHONE: _____
 RESERVATION DATE: _____ HOURS FROM _____ TO _____
 NUMBER OF PEOPLE EXPECTED: _____
 NAME OF SPONSOR _____
 TYPE OF EVENT: WEDDING BAPTISM ANNIVERSARY OTHER (SPECIFY)
 PHONE: _____

RENTAL RATES & POLICIES

- *TOTAL RENT FOR SIX HOURS USAGE (FOR UP TO 400 PEOPLE) \$2,500.00
- *TOTAL RENT FOR SIX HOURS (FOR 400-500 PEOPLE) \$3,000.00
- ** RESERVATION/SECURITY DEPOSIT (NOT CONSIDERED RENT)\$1,500.00

*RENT INCLUDES THE USE of the Saroyan Hall with its tables/chairs, kitchen facilities (utensils not included), bar facilities. If the Hall is held over-time, fees are \$150 per hour.

**RESERVATION/SECURITY DEPOSIT, is not part of the rental fee and upon payment of rental fee, the reservation deposit will become a refundable "security deposit" if there is no breakage or damage to facility which is evident after inspection and building is left clean inside and outside.

Full rental fee must be paid at least **two months prior to scheduled event.** or forthwith for late reservation, by cash, cashier's check, or money order. Please make payments out to:
 ST. GREGORY ARMENIAN APOSTOLIC CHURCH
 51 Commonwealth Avenue, San Francisco, CA 94118.

YOUR RESERVATION WILL BE CONFIRMED BY THE COMPLETION & SIGNING OF THIS CONTRACT AS WELL AS THE "SAROYAN HALL USAGE RULES," ALONG WITH THE PAYMENT OF YOUR RESERVATION/SECURITY DEPOSIT.

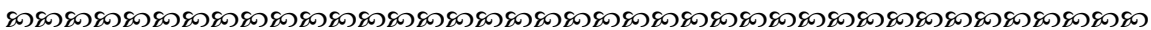
CANCELLATION SHALL BE AS FOLLOWS:

1. Reservation/Security Deposit refundable only if cancellation occurs three months in advance of rental date.
2. Within 31-60 days of notice: \$1,000.00 of the rental fee will be refunded.
3. Within 30 days of rental date, no fees will be refunded.

ANY AND ALL LICENSES REQUIRED OF THE EVENT MUST BE APPLIED FOR AND COPIES ON FILE AT THIS OFFICE TWO WEEKS PRIOR TO THE EVENT. THE HALL "USAGE CONDITIONS AND RULES" ARE AN INTEGRAL PART OF THIS CONTRACT.

SIGNATURE OF BOARD OF TRUSTEES _____ DATE: _____

SIGNATURE OF RESPONSIBLE PARTY/IES: _____ DATE: _____



OFFICE USE ONLY

RESERVATION DEPOSIT PAID _____ RENTAL FEE PAID _____
 INSURANCE CERTIFICATE _____ SECURITY GUARDS _____
 LIQUOR LICENSE PERMIT _____
 COMMENTS: _____