



St. Gregory Armenian Apostolic Church

Office address:

51 Commonwealth Ave San Francisco CA 94118

Office 415-751-9140 Fax 415-751-9707 E-mail seta@stgregorysf.org

Event Rental Location: Saroyan Hall 825 Brotherhood Way, SF CA 94132

KHACHATURIAN ARMENIAN COMMUNITY CENTER –SAROYAN HALL

825 Brotherhood Way San Francisco CA 94132

USAGE CONDITIONS AND RULES

In consideration of the permission to use the premises of The Saroyan Hall facilities of the St. Gregory Armenian Church, on the day and during the hours indicated on this contract, the group or organization and the signatory on this form agrees on its behalf and that of its individual members:

GENERAL

1. The renting party, signatory, organizations, and groups will use the facility at their own risk. The Saroyan Hall, the Khatchaturian Armenian Community Center of the St. Gregory Armenian Church, St. Gregory Armenian Apostolic Church, the Board of Trustees and all employees of St. Gregory Armenian Church, will assume no responsibility for accidents resulting in damage to any property and injuries to any person, or group of persons.
2. The renting party, or their signatory, organizations, and groups will hold the Saroyan Hall, the Khatchaturian Armenian Community Center, the St. Gregory Armenian Apostolic Church, its Board of Trustees and all employees, harmless from any and all liability and injuries to members of renting organization, their families or guests and any property damage.
3. The St. Gregory Church Board of Trustees and the Hall Manager retain the authority to terminate the event if any of the contract rules or conditions are violated.
4. The Hall Manager has the right of inspection of premises at any time, and will be present during the event.
5. The Board of Trustees has the right to cancel the contract, up to 48 hours after signing it.
6. The Saroyan Hall, the Khatchaturian Armenian Community Center of the St. Gregory Armenian Church, and the Board of Trustees are not responsible in case of major power outage.
7. The type of the event as indicated on the contract MAY NOT be changed after approval and signing of the contract without prior approval of the Board of Trustees. The Board of Trustees reserves the right to cancel any contract, at any time, if this condition is violated.
8. All events MUST be terminated no later than by 1:00 am.

PAYMENT

9. Signatory is to pay the fee and charges prior to the use of the facilities as specified.

GAMBLING

10. NO gambling of any form is allowed, in compliance with city, county and state rules and regulations.

SECURITY SERVICES

11. Renter is to provide licensed and bonded security guard for the event (minimum of two guards for large events) and provide a fully executed copy of the security services contract to St. Gregory Church office at a minimum one month in advance of the event.

INSURANCE

12. Renters using the facility for any reason, are required to carry single limit insurance at their own expense in the amount of \$1,000,000.00 applying to bodily injuries, personal injuries and property damage or a combination thereof, should food or beverage be consumed on the premises, said insurance shall include product liability coverage. **INSURANCE MUST ALSO STATE: ST. GREGORY ARMENIAN APOSTOLIC CHURCH'S SAROYAN HALL.**

USAGE AND CONDITIONS, CONTINUED

The renter is responsible for the insurance premium directly payable to the chosen insurance company. The certificate of insurance must be received at the office of St. Gregory Armenian Church, one month prior to the date of the event, and must cover the entire time of the event until premises are totally vacated.

ALCOHOLIC BEVERAGES & LICENSE

- 13. If alcoholic beverages are to be sold, then the lessee must obtain a special license to sell alcoholic beverages on the reservation date from the SF Police Permit Department.
- 14. Alcoholic beverages ***ARE NOT*** to be brought in from outside during any event by any guests. The event holder, the signatory, is responsible for the compliance of his/her guests to this rule.
- 15. No loitering or drinking is permitted in the parking lot before, during, or after the event.

HALL SET-UP & CLEANUP

- 16. The lessee is responsible for setting up the tables and chairs.
- 17. All decorations shall be confined to the tables only.
- 18. All centerpiece candles must have a protective shield to prevent fire hazard on tables. We are not liable for any fire damage because of candles.
- 19. Kitchen facilities are available, and under the supervision of the Custodian/Hall Manager. All accessories must be provided by the renter.
- 20. Renter is to leave facilities in a clean and orderly condition. The renter is responsible for arrangements for dishwashing and kitchen clean up, and to leave building and premises in a clean and orderly condition.
- 21. No rice or similar items are to be thrown, i.e. at wedding receptions, and the like.
- 22. The renter is responsible for cleaning of tables, chairs, floors, and other equipment used. All garbage and litter must be contained in large sturdy plastic bags and placed in garbage containers outside hall. There will be a charge for excessive garbage.
- 23. If the hall or surrounding premises is left in a disorderly condition, or unclean, the lessee will be charged any necessary amount for the correction of the matter.
- 24. The renter will call any breakage or damage to the attention of the Custodian and/or Hall Manager before and after the event, and to reimburse the St. Gregory Armenian Church for cost of replacement of all damaged items including all items listed on this form.

RESPONSIBILITY FOR GUESTS UNDER THE AGE OF 18

- 25. The renter will have at least one adult present for every 25 persons under the age of 18, with specific assigned responsibility for supervision of group members and those who have been admitted legally or illegally.

CITY ORDINANCE

CITY ORDINANCE 295-06 FORBIDS THE USE OF ANY POLYSTYRENE FOAM (STYROFOAM) PLATES, CUPS OR THE LIKE AT ANY TIME

DATE OF EVENT: _____

RENTER SIGNATURE: _____

DATE: _____