

GUIDELINES FOR THE USE OF HOLY CROSS HALL

170 High Street Santa Cruz, CA 95060

1. **The use of the Hall is restricted to the day it is assigned. No exceptions.**
2. Sponsors of the Hall take the responsibility of informing their guests of their cooperation to keep the Hall clean and well maintained at all times. **NO GLITTER, CONFETTI OR SIMILAR SUBSTANCES, OR THROWING OF RICE OR FLOWERS, ETC. ARE EVER ALLOWED.**
3. An On-Site Event Manager will be present at any time during your function and is available to answer any of your questions or help with facility needs. **CHILDREN MUST BE SUPERVISED AT ALL TIMES BY USER. IF CHILDREN ARE NOT SUPERVISED, THE PARTY MAY BE SHUT DOWN IMMEDIATELY.**
4. **At all wedding receptions please inform your guests there will be no in and out privileges. Once a guest crosses into the parking lot they must leave the property immediately and will not be allowed to re-enter the Hall nor linger on Holy Cross property.**
5. Occupancy:
 - **Saturdays are available for full-day full-hall rental only**
 - **Full-day rental is from 9:00 am to 10:00 pm.** On the assigned day of the event, the Hall will be opened at 9:00 am for set-up (done by on-site person only). Full-day event hours will be from 10:00 am to 10:00 pm. **All events and music must end by 10:00 pm.** Bar is to close at 10:00 pm. Clean up, removal of trash, etc. must be completed and the premises vacated by 11:00 pm. The On-Site Manager will inspect and lock the facility at this time.
 - **There is a \$200 per hour after-hour charge if the hall is not vacated by 11:00 pm.**
 - **AM ½ day rental is from 9:00 am to 3:00 pm.**
On the day of the event the Hall will be opened at 9:00 am for set-up (done by on-site person only). Event hours will be from 10:00 am to 3:00 pm. Bar is to close at 2:30 pm or ½ hour before end of function. Clean up, removal of trash, etc. must be completed and the premises vacated by 3:30 pm. The On-Site Manager will inspect and lock the facility at this time.
 - **PM ½ day rental is from 4:00 pm to 10:00 pm.**
On the day of the event the Hall will be opened at 4:00 pm for set-up (done by on-site person only). Event hours will be from 5:00 pm to 10:00 pm. All events and music must end by 10:00 pm. Bar is to close at 10:00 pm or ½ hour before end of function. Clean up, removal of trash, etc. must be completed and the premises vacated by 11:00 pm. The On-Site Manager will inspect and lock the facility at this time.
6. **No cooking allowed in the kitchen by anyone other than licensed caterers.** Please see enclosed list of preferred caterers who have signed a use agreement with Hall management.
7. The following are authorized for use during an event:
 - Tables and chairs
 - Dance floor
 - Refrigerator and freezer the day of the event (both must be emptied at the time the premises are vacated)
 - Ice machine
 - Dishwasher
 - Use of stove and oven for warming and light cooking only.
8. Outside doors are to be closed, but not locked, during all functions. This is for noise control.
9. Decorations may be used in designated areas only (vinyl walls or wood doors only). Decorations are limited to table arrangements and self-standing arrangements only. **THERE SHALL BE NO DECORATIONS NAILED, TACKED, OR TAPED ON WALLS OR CEILINGS, EVER.** Please remove all decorations carefully immediately after event. **Do not block the double doors to our storage closet.**

10. Holy Cross Hall Manager must be notified if any alcoholic beverage is to be served. If any alcoholic beverage is to be served at an event where a fee is charged for admission or for the alcoholic beverage, a liquor license from the Alcoholic Beverage Control must be obtained by the User and displayed at the site at the time of its use. The copy of the proper liquor license must be given to the Hall Manager 20 days prior to the event. All alcoholic beverages must be kept inside the building or in designated patio area only.

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- 11. A minimum of two (2) security guards (when alcohol is served) and (1) when alcohol is not served, for every 100 guests will be obtained by the Hall Manager and paid for by the User in addition to the User Fee and the Security Deposit. Additional security guards will be required for every 100 guests over the initial 100 guests.
- 12. During functions, the Hall cannot be completely dark. All lights at the entrance, the foyer and the kitchen must be on at all times.
- 13. The On-Site Manager will inspect the premises after each function to determine if the security deposit will be returned. If there is any damage (i.e. breakage, cigarette burns, candle wax, tears, stains, damage to walls, etc.) or clean up needed (kitchen, tables, garbage not taken out, glitter, confetti, thrown flowers, etc.) to the hall, kitchen, restrooms, premises, furniture, carpet he/she will assess the amount of damage and report findings to the Hall Manager. Damage amount will be deducted from the amount of the security deposit to be returned. Should damage exceed the amount of the deposit, the User will be liable for the additional amount to cover damages. If it is determined that the facility has been left in clean and undamaged condition by the Hall Manager, the full amount of the security deposit will be returned. If damages do not exceed the amount of security deposit, the remaining portion of the deposit will be returned. You may pick up your check at the Hall Office after five (5) working days following the event.
- 14. **The room capacity is 300.** The party may be shut down immediately if there are more than 300 persons in the facility.
- 15. It is customary to provide a meal to the on-site monitor when meals are served to the guests as part of the event.

16. Children must be supervised at all times. Children are not permitted outside the Hall or on the grass playing field behind the Hall or the Pre-school playground. Failure to supervise the children at your event may result in the event being shut down early.

I have read the above conditions and will comply

Signature

Date

DISHWARE RENTAL*	\$.45 PER PIECE	PLUS Breakage Fee
WINE GOBLET RENTAL	\$.35 PER PIECE	PLUS Breakage Fee
WATER GLASS RENTAL	\$.35 PER PIECE	PLUS Breakage Fee
CHAMPAGNE FLUTE RENTAL	\$.50 PER PIECE	PLUS Breakage Fee

**Dinner plates, dessert plates, salad plates, cups and saucers.*

** Flatware is free of charge with dishware rental.*

\$1.15 per person flat rate rents all dishware, flatware and two glasses (water goblet and wine glass).

\$1.65 per person flat rate rents all dishware, flatware and three glasses (water goblet, wine and champagne glass).

Rental of Holy Cross Hall dishware/glassware requires that all items be cleaned and returned to their proper storage locations. Wine glasses in wine glass boxes, water glasses in water glass boxes, etc. You will be charged \$50 per hour for any sorting/cleaning that is required.