



## Madonna Hall Rental Frequently asked Questions

### **I am interested in renting the hall. How can I get started?**

After you have read the 6-page Information Packet, please fill out the Rental Application and page 6 of the Information Packet and submit to the Receptionist in the 4<sup>th</sup> floor of the Santa Teresita Medical Office Building.

- Once application is received, we need 7-10 business days to process.
- If your event is approved, you will be contacted and the booking invoice will be provided.

### **When is the payment due?**

50% of rental fees are due and is payable upon receipt of booking invoice. The balance, plus \$400.00 refundable damage deposit is due 30 days before the event. Please refer to Section A, page 1 of the Information Packet. Cancellation policies are found in Section E, page 2.

### **Is set-up and take-down included in the price?**

Set-up and take-down of tables/chairs are not included in the price. There is an option to request setup and breakdown for an additional price. Please refer to current price list and Section J and M of the Info Packet for more information.

### **May I hire my own caterer?**

Yes. The caterer must provide ALL equipment and service ware for the meal.

### **When can I begin decorating?**

The rental group is provided with access to the hall a minimum of 2 hours before the event. Generally, the hall is free the day before the event, but this is not a guarantee due to other events and time needed for set-up. Items may be dropped off in the kitchenette the day before the event.

### **May I have alcohol at my event?**

Events involving primarily adults age 21 and over can have alcohol. Alcohol is prohibited for events held for minors (e.g., Birthday parties under age 21, Quincenera's, baby parties). Distribution of hard liquor would require the presence of a professional bartender with proof of a bartending license. Selling of alcohol would require a "Daily License Application" through the Department of Alcohol Beverage Control (Form: ABC 221, please visit: <http://www.abc.ca.gov/>) (see Section L of Info Packet for more info).

Alcohol is not permitted for events held for minors, such as birthday parties and quinceañeras. If alcohol is being consumed without permission, the group will be asked to turn over the alcohol and/or vacate the premises.

### **How late can I have my event?**

Music must be turned off by 11:00 pm and the rental group must be out of the hall by 11:30 pm. 24-hour security on-site will be coming around to ensure the timely conclusion of the event.

### **May I show a DVD/powerpoint during my event?**

Yes. The package for the overhead projector and screen is \$75. Only approved Santa Teresita staff is allowed to operate the Audio/Visual (A/V) system.

- The scheduled time range for when the video/powerpoint is to be showed must be provided.
- **Videos:** A dvd must be provided to the Santa Teresita Special Events Coordinator at least 3 days in advance to ensure compatibility.
- **Powerpoints:** Powerpoints may only be shown through a lap top computer with a VGA connection. Please ask Special Events Coordinator for details.