



## SANTA TERESITA FACILITY RENTAL INFORMATION PACKET



Welcome to Santa Teresita! Santa Teresita provides a variety of venues conducive for your special event needs. Whether you are planning a conference, banquet reception, workshop, reunion, business meeting, or retreat, our beautiful facility has an array of amenities to offer you. Our convenient access to major freeways and ample free parking help make our location accessible and easy to find.

Included in this *Rental Information Packet*, you will find the rules and regulations that govern the rental use of facilities at Santa Teresita. Please take the time to read through this information to assist you in planning and running a successful event. *Madonna Hall, classrooms, and conference rooms are available for a fee for events and activities consistent with the rental policies of Santa Teresita. Facilities are not available to any group or organization contrary to the teachings of the Catholic Church.* Please refer to the price list for updated fees and hourly minimums.

### **A. RESERVATIONS & PAYMENTS**

Rental applications and payments are accepted Monday thru Friday from 8:00AM to 6:00PM, or as otherwise arranged by appointment.

Rentals are on a first-come, first-serve basis and subject to availability. All applications must be verified and approved by Administration. Please allow at least 7 business days for processing. All inquiries and paperwork may be submitted to the Special Events Coordinator at the contact provided below:

Santa Teresita Special Events Coordinator  
819 Buena Vista Street • Duarte, CA 91010  
Phone (626) 408-7802 • Fax (626) 408-7874  
<http://www.santa-teresita.org>

50% of all rental fees are due upon approval of your reservation. The balance plus damage deposit (refer to Section D. Damage Deposit) are due one (1) month prior to the event. Failure to pay balance one (1) month prior to event may result in cancellation of the scheduled event without a refund. Santa Teresita accepts checks, cash and credit cards as forms of payment. Checks can be made out to "Santa Teresita." Extended or multiple reservations may be limited due to ongoing Santa Teresita events.

### **B. ROOM AVAILABILITY**

Rooms may be reserved during the following times:

Sunday-Thursdays	8:00AM-10:00PM
Friday & Saturday	8:00AM-11:00PM

### **C. MINIMUM RENTAL FEE**

Please refer to the price list for updated fees and hourly minimums for use of Madonna Hall. All other facility rentals must be rented for a minimum of 2 hours.



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### D. DAMAGE DEPOSIT

Rental of Madonna Hall requires a \$400 Damage Deposit from the rental party. Upon conclusion of your event, Santa Teresita reserves the right to deduct appropriate fees from the Damage Deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to your event. Santa Teresita also reserves the right to charge the rental party additional fees should the damage and other charges exceed the amount of the Damage Deposit paid by the rental party. Damage deposits are 100% refundable as long as the following conditions are met:

- The room and adjacent facility (including outside) are left in a clean and orderly manner as stated in the *Santa Teresita Rental Clean up Checklist* (pg. 6).
- Use of the room does not exceed the scheduled time.
- All equipment is accounted for and undamaged.
- Damage to the building has not occurred.
- All rules/guidelines governing rental usage of conference rooms are met.

*Any charges against the damage deposit will be communicated to the rental party prior to deduction. Please allow at least 4-6 weeks for the damage deposit to be returned.*

### E. CANCELLATION POLICY

Madonna Hall

AMOUNT OF NOTICE	CANCELLATION FEE
Less than one (1) month	50% of rental fees
One (1) month or more	\$100.00

All Other Rentals

AMOUNT OF NOTICE	CANCELLATION FEE
Less than one (1) month	50% of rental fees
One (1) month or more	No fee

Cancellations MUST be provided in writing with the following information:

- Rental party name (as it appears on the rental application form)
- Date of event
- Reason for cancellation (optional)

Groups that reserve multiple dates may face cancellation fees for each date reserved.

### F. DATE CHANGES

Reservations will be allowed one (1) date change request per contract, provided that a minimum one (1) month notice is given and is subject to staff and room availability. All date change requests must be provided in writing. Date change requests submitted less than one (1) month in advance will be treated as a rental cancellation. Please refer to the cancellation policy above for more information. All applicable cancellation fees will apply.



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### G. TIME CHANGES

Time change requests will only be accepted with a minimum of one (1) month prior to the event. All time change requests must be provided in writing. Approval of a time change request is subject to staff and room availability. Additional rental time is subject to additional charges.

### H. EQUIPMENT RENTALS

Santa Teresita has the following equipment available for events upon request only at Madonna Hall. Equipment is subject to availability and fees, please contact the Special Events Coordinator for updated fees.

- Overhead Projector/Screen (fee)
- VCR/DVD/Microphone/Sound System (fee)
- Dance Floor (fee)

### I. KITCHEN INFORMATION

The kitchen may be only reserved for rental use in conjunction with rental of Madonna Hall and/or Madonna Hall classrooms. Use of the kitchen includes the following:

- |                 |               |             |
|-----------------|---------------|-------------|
| - Counter space | - Stove       | - Sink      |
| - Refrigerator  | - Ice Machine | - Microwave |

It is the responsibility of the rental party to provide all cooking, serving and eating dishes, utensils, and all other items not listed above. Items may be stored in the kitchen only one day prior to your event. Santa Teresita is not responsible for any items left in the building at the conclusion of your event. It is the responsibility of the rental party to clean the kitchen at the conclusion of the event. Please refer to the attached *Rental Clean-Up Checklist* found on page 6.

**J. ROOM SET-UP** There are two options for set up: Self Set-Up or Paid Set-Up.

**Self Set-Up:** The group agrees to set-up and –take down the amount of rented tables and chairs in the hall. A previously agreed upon layout must be discussed with the Special Events Coordinator. Minor changes may be done as needed on the day of the event. All rental items must be stored back in its original location. Use of extra tables, chairs and tablecloths will be charged accordingly. **NOTE:** Tables, chairs, etc. cannot be placed within 10 feet from exit doors.

**Paid Set-Up:** Santa Teresita staff will set up the room(s) according to the completed diagram agreed upon by Santa Teresita and rental party. It is the responsibility of the rental party to approve the diagram in a timely manner, otherwise, a generic set-up will be provided. **NOTE:** Tables, chairs, etc. cannot be placed within 10 feet from exit doors.

Groups are typically allowed to come the day before and/or the day of for decorating, depending on hall availability. Please note, tables and chairs that are provided by Santa Teresita are not allowed outside the facility.



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### K. MAXIMUM ROOM CAPACITY

FACILITY	Maximum Capacity
Madonna Hall (MH) (depending on set-up)	200-300
(MH) Classroom A	20
(MH) Classroom B	20
Office Building 4 <sup>th</sup> Floor Conference Room	10-20
Office Building 1 <sup>st</sup> Floor Conference/Dining Room	8

### L. USE OF ALCOHOL

Consumption of beer and wine is permitted for events held for people age 21 and over. 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/>). Please note, that the Department of Alcohol Beverage Control requires at least 10 working days and the form must be signed by Santa Teresita Administration. It is the responsibility of the rental party to submit the form and get all required documentation of permit for event. Please give Santa Teresita at least 7 business days to return a signed application back to you for submittal to the Department of Alcohol Beverage Control.

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.

### M. POST EVENT CLEAN UP

The rental party is responsible for leaving the room in accordance with the *Santa Teresita Rental Clean-Up Checklist* (pg. 6). To help ensure the return of your damage deposit, a staff member will complete a post-event inspection at the conclusion of the rental.

Failure to follow the *Santa Teresita Rental Clean-Up Checklist* may result in forfeiture of the damage deposit, additional charges and could also result in denial of future rental usage. Any additional cleaning and/or repairs that require staff time and/or materials will result in additional rental fees and staff/materials costs deducted from the damage deposit and/or charged to the rental group. If you exceed the time reserved, you will be charged for the additional time and/or it may be deducted from the damage deposit. Minimum charge is one (1) hour.

### N. SECURITY

Santa Teresita provides 24-hour security on the campus, but is not event specific. A private security guard can be hired for your event at an additional cost.



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### **O. MISCELLANEOUS**

Non-compliance with any of the items below may result in deduction of your damage deposit.

#### **DECORATIONS**

Only freestanding decorations are permitted. Please **DO NOT AFFIX ANY ITEMS TO THE CEILING, DOORS, COLUMNS, WALLS, BLINDS, LIGHT FIXTURES, or WINDOWS.** Tacks, nails, and staples are prohibited. If tape must be used to secure items, such as balloons or centerpieces, only blue tape, or painters tape may be used.

#### **CANDLES & FLAMMABLE MATERIALS**

Santa Teresita regulates the use of flammable materials. The **ONLY** types of candles that are allowed are **floating candle centerpieces**. **The wick must be at least 4-6 inches below the opening.** *The use of any other type of candle or open flame is strictly prohibited in order to prevent wax on the carpet or tablecloths.*

#### **RICE, BIRDSEED, CONFETTI, ETC.**

Use of any rice, birdseed, confetti, glitter, or other items that are difficult to remove is strictly prohibited inside or outside of rental facilities.

#### **FOG/SMOKE MACHINES**

The use of Fog and/or Smoke machines is prohibited at Santa Teresita.

#### **SMOKING**

Santa Teresita is a tobacco-free facility. Smoking, chewing, etc. is prohibited inside the facilities. There are designated smoking areas outdoors, please ask the Special Events Coordinator for more information.

**Santa Teresita reserves the right to add, delete, or modify the rules and regulations regarding the use of facilities. Any changes will be communicated to the rental party prior to the event.**

**P. DIRECTIONS** – A map to the facility can be provided upon request.

#### **Westbound on the 210 freeway**

Take exit 35B/ Buena Vista Street  
Turn **LEFT** onto Central Avenue  
Turn **RIGHT** onto Buena Vista Street  
End at 819 Buena Vista Street

#### **Eastbound on the 210 freeway**

Take exit 35B/ Buena Vista Street  
Stay **STRAIGHT** to go onto Evergreen Street  
Turn **LEFT** onto Buena Vista Street  
End at 819 Buena Vista Street



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### Q. SANTA TERESITA RENTAL CLEAN UP CHECKLIST

The rental party is responsible for the following clean-up duties upon the conclusion of the event in accordance with the rules and regulations set forth in the *Rental Information Packet* and the checklist below. You must be cleaned up and out of the facility by the designated time on your rental reservation form. Failure to clean up according to these responsibilities will result in additional charges and/or may affect your damage deposit.

#### RENTAL PARTY RESPONSIBILITIES

##### 1. For Self-Set Up:

- Return all tables and chairs to original location.
- Fold all plastic table covers and return to original location.
- Place all soiled tablecloths and rags in a plastic bag and leave in visible area, but not blocking doors or hallways.
- Numbers 2-5 below.

**For Paid-Set Up:** Numbers 2-5 below.

2. Remove all debris from tables and counters.
3. Remove all decorations.
4. Place garbage in garbage cans. **DO NOT BLOCK ANY DOORS.**
5. Clean up any major spills to avoid accidents or property damage (rags will be provided).

#### SANTA TERESITA STAFF RESPONSIBILITIES

- Conduct a pre- and post-event room inspection for cleanliness, damage, and that all approved items are available and were returned to original location.
- Inform your group of necessary information for a successful event.
- Provide and enforce rules and regulations.

Any damage, unreturned equipment, and/or failure to follow the above rental party clean up responsibilities may result in forfeiture of your damage deposit and/or denial of future rental use.

#### ACKNOWLEDGMENT OF RECEIPT

I, \_\_\_\_\_, have read and understand the rental party  
**PRINT NAME** responsibilities stated on this information packet. I  
will adhere to these stated responsibilities and agree that failure to comply will result in additional  
costs that will affect my damage deposit and may incur additional costs.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_