

Arlington Community Church
52 Arlington Avenue Kensington, CA 94707
acc.staff@sbcglobal.net
www.acc.ucc.org 510 526-9146 office

Rental Agreement

This Rental Agreement is entered into between Arlington Community Church, UCC (ACC) and the Kensington Police Protection and Community Services District for ongoing bi-monthly meetings on the 2nd and 4th Thursday of the month between 6:00 PM – 11:00 PM June, 2018 – June, 2019.

Number of Guests: 50-200

Arlington Community Church has agreed to charge a flat rate of \$75.00 per board meeting to cover operating costs.

Rental Check to be paid monthly

Refundable Security Deposit: WAIVED

Rental check must be received no later than (10) business days prior to the event date (can be sent at any time before).

Renter has agreed to setup and clean after themselves. A cleaning fee of \$60-\$200 may be applied if rented rooms and exterior premises are not left in tenable conditions.

All rates are subject to change until we receive a signed contract and full payment. Additional fees may apply if damage to our furniture or facilities, including, but not limited to, wax, or scuff marks or stains on floors, furniture, or breakage or theft to the property as a result of the rental.

KPPCSD shall provide ACC with proof of liability insurance in an amount not less than \$1,000,000.

Please keep your group relegated to the rented rooms of the Social Hall and patio areas only. **Under no circumstances** is the group allowed on the stairs or upper deck on the Arlington Ave (east side), or on the deck on the south end of the building above the point, or the south most point area, or anywhere on the Rincon Road access to the building. If you have any issues on the day of your event you can contact our building & grounds caretaker, **Javier Gonzalez at 510-776-9731**

In the event that you must cancel or reschedule your event, you must give written email notice within (20) business days of your event.

KPPCSD Representative entering into Contract

Name:

Email: Address:

Telephone:

I, _____, have read and understand this agreement and shall abide by it.

Client Signature _____ **Date** _____

Arlington Community Church Representative Signature _____

Date _____

Event Policies

Displays and Decorations

Displays brought into the Church must be approved by the Office. Items may not be attached to any stationary wall, floor, window, curtain, stage rods or ceiling with nails, staples, tape or any other substance. No fires shall be lit in the fireplace.

Staging, draping and themed events are subject to approval by the Church. Candles are permitted on dining tables in appropriate containers. All decorative items must be removed from the Church at the conclusion of the event. The Church shall not assume responsibility for damage or loss of articles brought into the premises or for any items left unattended.

We will provide colorful swags hung on the beams of the ceiling of the hall for a fee. The Church will provide a chart of available colors.

Sound and Lighting Systems

Church sound and lighting systems shall not be operated by client without permission from the Church. Use of these systems is available for an additional cost.

Tables and Chairs

Tables and chairs are included in our prices. We do not provide table or chair covers. We will set up and take down tables, chairs, microphones, vacuum the rug, clean the kitchen and floors and empty the trash for you for a fee. We reserve the right to adjust table size in the event that the number of guests changes.

Food and Beverages

Food is only allowed in the hall, upstairs conference room and upstairs lounge; food and beverages are not allowed in the Fireside Room or Sanctuary. You must provide all food and beverages for the event. You may serve alcohol. The Church will assume no responsibility for use of alcohol by any guest. Guests may be required to show proof of legal drinking age. You may sell alcohol if the event is a fundraiser for a non-profit organization. If you serve alcohol, you are required to provide liability insurance in an amount not less than \$1,000,000 and provide the Church with a Certificate of Insurance listing the Church as an Additional Insured Party. The Office will provide a list of insurance companies that provide this type of insurance. Red wine is not permitted to be served as it can seriously stain our hardwood floors. Tenants can be held responsible for any red wine spills and charged up to \$6,000.00 if floors are damaged. White wine is permitted.

Children

Children must be supervised at all times while in the Church. Chaperones may be required. They are not allowed in any room not specifically rented by you. They are not to be on the stage for any reason and are not allowed to play behind the drapes or curtains. They may not put their feet on furniture or eat outside the hall. They may not play in the outside landscaped area, on the stairs to the upstairs deck

and the upstairs deck. They may not play in the play yards nor use toys or equipment as they do not belong to the church. The church is not responsible for injuries or damages.

Service Animals

Service Animals are allowed; owner must be responsible for any mess or damage done by the animal.

Noise

In consideration of all our guests, neighbors and other scheduled events, we ask that any noise be kept to an acceptable volume level.

Parking

You may park in the large parking lot across the street from the Church entrance. You may park on Arlington Avenue and behind the Church on Rincon Road. There are three disability parking spaces available for your use.

Damages

Liability for damages to any Church property and premises will be charged accordingly. The signatory of the function is held responsible for personal property or equipment brought onto Church premises. The Church is not responsible for damage, breakage or loss of items rented or brought into the Church by the client or the client's representative. The Church shall not assume responsibility for any items left unattended.

Smoking

Smoking is not permitted anywhere on the premises, including the patio, courtyard, decks or within 25 feet of any door or window.

I have read and understand these policies and shall abide by them.

Signature _____ Date _____