



ST. GREGORY ARMENIAN APOSTOLIC CHURCH  
 51 Commonwealth Ave., San Francisco, CA 94118  
 Office (415)751-9140 • Fax (415) 751-9707 • Email [rental@stgregorysf.org](mailto:rental@stgregorysf.org)

**SAROYAN HALL RENTAL CONTRACT**  
 EVENT LOCATION: KHACHATURIAN ARMENIAN COM. CNTR. - SAROYAN HALL  
 825 BROTHERHOOD WAY, SAN FRANCISCO CA 94132

NAME OF INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK/DAY PHONE: \_\_\_\_\_  
 RESERVATION DATE: \_\_\_\_\_ HOURS FROM \_\_\_\_\_ TO \_\_\_\_\_  
 NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_  
 NAME OF SPONSOR \_\_\_\_\_  
 TYPE OF EVENT:  WEDDING  BAPTISM  ANNIVERSARY  OTHER (*SPECIFY*) \_\_\_\_\_

**RENTAL RATES & POLICIES**

- \*Rental Fee for six hours for up to 400 people: **\$3,000.00**
- \*Rental Fee for six hours for between 400 and 500 people: **\$3,500.00**
- \*\*Security Deposit (*in addition to Rental Fee*): **\$1,500.00**

**Rental Fee:** The Rental Fee includes the use of Saroyan Hall with its tables/chairs, kitchen facilities (utensils not included), and bar facilities for the reserved six-hour period. The Rental Fee does **not** include:

- **Overtime:** The Rental Fee does **not** include the use of any facilities at Saroyan Hall beyond the six-hour limit. If the Hall is held beyond the six-hour limit, **additional fees of \$150 per hour** will be due.
- **Use of Piano:** The Rental Fee does **not** include use of the Saroyan Hall piano. Access to the piano requires an additional payment of \$200.

**Security Deposit:** The Security Deposit is in addition to the Rental Fee. The Security Deposit will become refundable if, upon inspection of the premises after the event, there is no breakage or damage to the facilities and if the interior and exterior of Saroyan Hall are clean.

**Reservation Confirmation:** In order for your reservation to be confirmed (1) the Rental Fee and Security Deposit must be paid in full **at least two months** prior to your scheduled event; (2) the Rental Contract must be completed and signed by all parties; and (3) the Saroyan Hall Usage Conditions and Rules Agreement must be completed and signed.

Please make payments to: St. Gregory Armenian Apostolic Church  
 51 Commonwealth Avenue, San Francisco, CA 94118

**Cancellations:**

Cancellations must be in writing and delivered to St. Gregory during business hours. The Security Deposit will be refunded for all cancellations. Rental Fee refunds are as follows:

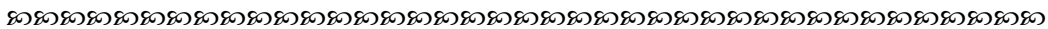
- For reservations cancelled at least 61 days in advance, the Rental Fee will be fully refunded.
- For reservations cancelled at least 31 days in advance, only \$1500 of the Rental Fee will be refunded.
- For reservations cancelled less than 31 days in advance, the Rental Fee will **not** be refunded.

**ANY AND ALL LICENSES REQUIRED FOR THE EVENT MUST BE APPLIED FOR AND COPIES OF THE LICENSES MUST BE RECEIVED BY THE ST. GREGORY OFFICE TWO WEEKS PRIOR TO THE EVENT.**

**THE SAROYAN HALL USAGE CONDITIONS AND RULES AGREEMENT  
 IS AN INTEGRAL PART OF THIS CONTRACT.**

SIGNATURE OF BOARD OF TRUSTEES \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PARTY/IES: \_\_\_\_\_ DATE: \_\_\_\_\_



**OFFICE USE ONLY**

RESERVATION DEPOSIT PAID  \_\_\_\_\_ RENTAL FEE PAID  \_\_\_\_\_  
 INSURANCE CERTIFICATE  \_\_\_\_\_ SECURITY GUARDS  \_\_\_\_\_  
 LIQUOR LICENSE PERMIT  \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_