



ST. GREGORY ARMENIAN APOSTOLIC CHURCH

51 Commonwealth Ave., San Francisco, CA 94118

Office (415)751-9140 • Fax (415) 751-9707 • Email office@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: <input type="checkbox"/> WEDDING <input type="checkbox"/> BAPTISM <input type="checkbox"/> ANNIVERSARY <input type="checkbox"/> OTHER (<i>SPECIFY</i>) _____

RENTAL RATES & POLICIES

- *Rental Fee for six hours for up to 400 people: **\$3,500.00 plus cleaning fee of \$500**
- *Rental Fee for six hours for between 400 and 500 people: **\$4,000.00 plus cleaning fee of \$650**
- **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: _____

I / We understand, accept and agree to comply with all terms & conditions of the above along with Usage Condition & Rules and Agreement.

OFFICE USE ONLY

RESERVATION DEPOSIT PAID <input type="checkbox"/> _____	RENTAL FEE PAID <input type="checkbox"/> _____
INSURANCE CERTIFICATE <input type="checkbox"/> _____	SECURITY GUARDS <input type="checkbox"/> _____
LIQUOR LICENSE PERMIT <input type="checkbox"/> _____	
COMMENTS: _____	