

# UNIVERSITY LUTHERAN CHAPEL EVENT CONTRACT

Thank you for choosing the University Lutheran Chapel to host your <<EVENT>>. We are pleased to be a part of making your event a success. The subsequent Agreement is entered into between the University Lutheran Chapel of Los Angeles, California (“Chapel”) and <<NAME OF ORGANIZATION>> (“Group”).

Name of Organization: \_\_\_\_\_

Name of Event/Function: \_\_\_\_\_

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

Time Frame: \_\_\_\_\_

Group Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Chapel Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: 10915 Strathmore Drive

Email: \_\_\_\_\_ Los Angeles, CA 90024

## STANDARD DONATION RATES

The following outlines the standard usage rates for the use of the Chapel’s space. Additional charges may apply based on the needs of the Group. It is expected that the requested usage period includes sufficient time for set-up and clean-up.

Sanctuary	140 persons max	\$65/hr
Assembly Hall & Kitchen	75 persons max	\$65/hr
Outdoor Patio	25 persons max	\$40/hr
Library	12 persons max	\$40/hr

## DEPOSIT AND PAYMENT

A deposit will be collected as a safeguard against any damages caused to the building, grounds, fixtures, or any other property of the Chapel as a direct result of the Group, including any event attendees. A \$200 deposit will be required, to be paid by check, and separate from payment for the event, also to be paid by check. The name on the check must match that of either the Group, or the individual signing this Agreement.

All checks are to be made out to the University Lutheran Chapel, and should indicate the name and date of the event in the memo.

Both the deposit and full payment for the event are due at the time of the contract signing. This contract is not valid until both the deposit and payment have been received. In the event of bounced checks or insufficient funds at the time the Chapel deposits the check(s), the Group will be liable for any additional fees.

Notice of use of part or all of the Group's deposit will be given within two weeks of the conclusion of the event, following an inspection of the area. In addition to any and all damages caused by the Group, deductions will also be made from the deposit in the event that occupancy of the space runs over the allotted time, or the Group uses areas, utilities, or other Chapel property outside of what is indicated in this Agreement. In both these instances, the Group will be charged according to the standard usage rates noted above.

Group is responsible for the full amount of damages and additional fees, even if it exceeds the initial \$200 deposit.

## INSURANCE REQUIREMENTS FOR OUTSIDE THRID PARTY VENDORS (OPTIONAL)

In the event the Group hires or contracts with an outside party to perform any activity including, but not limited to, set-up of an event, in connection with the Group's event at the Chapel, the Group shall require the outside party to provide insurance coverage if requested.

## INSURANCE (OPTIONAL)

The Chapel and the Group each agree to carry adequate personal property, liability and other insurance protecting itself against any claims arising from any activities conducted in the Chapel during the event. Upon request, the Group shall provide a certificate evidencing such insurance to the Chapel. The Chapel shall not be responsible for the security of materials or personal property of the Group. The Group acknowledges that the Chapel, its owner and operator, does not maintain insurance covering such materials or personal property.

## FUNCTION SPACE (ONLY RELEVANT DESCRIPTIONS NECESSARY)

The following outlines the function space available and the furniture therein, both fixed and moveable. Fixed furniture refers to any pre-existing item or element in the Chapel that may not be removed during the course of any event. Specific items qualifying as fixed furniture varies from one space to another. We highly encourage a walk-through with a Chapel representative prior to your event date to coordinate the Group's specific needs, while maintaining the integrity of our worship and traditions. Group will provide all necessary items and materials needed to clean the space once the event has concluded, with the exception of a vacuum, broom, mop and bucket, which may be borrowed from the Chapel with permission from a Chapel representative.

**Sanctuary:** The Baptismal Font, Narthex credenza, pews, Alter, piano, Parament (floor-to-ceiling banner), and the cross and eternal candle must remain as they are. The items on the Alter, as well as remaining banners and

other decorative items may be removed by request, prior to arrival, and may be done so only by a Chapel representative. Group is to coordinate with a Chapel representative prior to placing anything on top of the Alter. The Sacristy is a small room located to the right of the Alter. It is not included in the arranged use of the Sanctuary, and will remain locked throughout the duration of the event. Use of the Choir Loft is also not included in the use of the Sanctuary, and may only be used with explicit permission from a representative of the Chapel Council, and additional charges may apply. In such a case, the organ is not to be touched or used in any way without the prior consent of both the Chapel Council and the Organist. No item may be lowered over the rail of the Choir Loft and into the Sanctuary.

For your convenience, there is a restroom located in the Narthex, so there is no need to send attendees downstairs for a restroom.

No bulletin board, photos, or other wall element may be covered without the consent of a representative of the Chapel Council.

**Assembly Hall:** The piano(s), pool table, mailboxes, couches, and entertainment system must remain within the Assembly Hall. With advanced coordination, it may be possible to shift, by Chapel personnel only, to suite the Group's needs, but they must remain inside the Assembly Hall. Group is to coordinate with a Chapel representative prior to placing any item on top of the pool table or piano(s).

Appliances on the kitchen counters will remain as they are upon arrival the day of the event. With approval from a Chapel representative, appliances may be removed or shifted by Chapel personnel only.

Use of the Assembly Hall does not include access to the stock room or its supplies. Use of the outdoor patio is not included with use of the Assembly Hall, but is available as an option, and may result in additional charges.

No bulletin board, photos, or other wall element may be covered without the consent of a representative of the Chapel Council.

**Library:** The couches, and table must remain in the Library, but may be shifted with prior arrangement with a Chapel representative. Chairs may be added or removed, also based on prior arrangement, and will be overseen by a Chapel representative. The piano, books, and shelves must remain as they are.

### STORAGE

Nothing may be stored in any stairwell

Nothing may lean against any stained glass

Storage of any items before, during, and/or after event require special arrangements

### PARKING

Two (2) parking spaces will be provided as part of this agreement, and will be valid only during the usage period, as outlined in the Agenda below. Due to the size of the lot, and the number of regular parkers, additional parking spaces will not be available for event attendees. Any cars belonging to event attendees in excess of the two allocated spaces will be booted or towed. Upon arrival on the day of the event, two Event Parking passes will be issued to the Group for display on the vehicle's dashboard. The nearest public parking area is UCLA Parking Structure 8 (caddy-corner from the Chapel), which offers both daily and hourly parking options.

SIGNS AND BANNERS

No signs, banners, or displays shall be displayed in or affixed to any part of the Chapel without the approval of a representative of the Chapel Council.

AGENDA

Date	Time	Event Description	Space

Total donation for use of space as designated above: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS/ARRANGEMENTS

AUTHORIZED SIGNATURES

Should the previously outlined arrangements meet with the Group's approval, please sign and return the enclosed copy of this Contract.

<<GROUP NAME>>	
Signature:	
Printed Name:	
Title:	
Date:	

UNIVERSITY LUTHERAN CHAPEL	
Signature:	
Printed Name:	
Title:	
Date:	