

St. Isidore Historical Plaza  
10961 Reagan Street  
PO Box 1434 (mailing address)  
Los Alamitos, CA 90720  
562-596-9918

Date of Application\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) City Zip

Telephone Numbers: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Type of Event: \_\_\_\_\_

Requested Event Date: \_\_\_\_\_ Requested Event Time: \_\_\_\_\_

*(All events may be between 9:00am & 11:00pm)*

Projected Attendance: \_\_\_\_\_ **Initial** \_\_\_\_\_

*Capacity: Chapel 125 -Hall seated 100- Hall Assembly 220- Hall & Plaza 280 Conference Room seated 45 Assembly 60*

Are you providing Music: Yes\_\_\_\_\_ No\_\_\_\_\_ Type of music DJ, Band etc. \_\_\_ **Initial** \_\_\_\_\_  
*(no music after 10:00pm)*

Event Use: Patio, Hall & Warming Kitchen **Initial** \_\_\_\_\_ Chapel \_\_\_ **Initial** \_\_\_\_\_

Facility Rules, Regulations and Pricing separated forms. Must be signed, initialed and submitted with application and deposit. **Initial** \_\_\_\_\_

Alcoholic Beverages Served? Yes \_\_\_ No \_\_\_ If Yes then security required **Initial** \_\_\_\_\_

Alcoholic Beverages Sold? Yes\_\_\_\_\_ No \_\_\_ ABC Permit #\_\_\_\_\_ **Initial** \_\_\_\_\_

Liability Insurance is required: Renter may use Homeowners Insurance or purchase one-day event insurance (information available). Proof of insurance due with final payment. **Initial** \_\_\_\_\_

I the undersigned, on behalf of the above-named person, do hereby agree to indemnity and hold harmless St. Isidore Historical Plaza, and any of their officers, agents or volunteers from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the Facility as set forth by St. Isidore Historical Plaza in the City of Los Alamitos.  
I HAVE READ THE ATTACHED CONTRACT.

Signed (person making reservation) \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**APPLICANT PLEASE NOTE:**

Deposit refund approved \_\_\_\_\_ disapproved \_\_\_\_\_

Reason for disapproval \_\_\_\_\_

Total Rental Fees Dues \$ \_\_\_\_\_ (Due sixty (60) days prior to Event or at time of application)

# of security officers required \_\_\_\_\_ not required \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## FACILITY RENTAL POLICIES/GUIDELINES

- General:** Please confine your group to area(s) designated on contract. Please report any problems to the St. Isidore Historical Plaza Staff; they are more than happy to assist you in any way they can.  
**Maria Teresa Diaz 562-598-1515 or Marilynn Poe 562-673-3249.**
- Individual signing Facility Use Application and/or person in charge of event must be present with a copy of the approved application before user group will be admitted to building.  
**Initial**\_\_\_\_\_
- No jump or bounce houses are allowed.** The Plaza is a non-smoking facility. There is no smoking allowed in any of the buildings. **Initial**\_\_\_\_\_
- St. Isidore Historical Plaza, Hall, & conference room are Non-Smoking areas. Please confine smoking to the Patio area only. **Initial**\_\_\_\_\_
- Decorating:** No objects are to be suspended or attached to ceiling, wall or backboards, no type of nails, staples, tape, etc. will be permitted on ceilings, walls windows or backboards in the hall. No candles, glitter, or helium balloons are allowed in any buildings. It is suggested that the patron concentrate on table and portable room decorations. **Failure to adhere to these policies will result in forfeiture of entire Security Fee.**  
**Initial**\_\_\_\_\_
- Clean Up:** Even though patron pays a cleanup fee they are to leave the place in decent condition i.e. floors should not have food or any piece of trash on it. Tabletops should be wiped, chairs should be cleaned; counter tops and kitchen equipment should be cleaned, refrigerator should be cleaned, and you should remove all supplies from refrigerator & freezer. Trash should be removed from facility and disposed of in appropriate bin. No setup prior to the event date without approval. The renter is responsible for tear down. All rental items are the renter's responsibility. They must be picked up the day of the event unless prior approval has been arranged. **St. Isidore Tables & chairs should be placed in the appropriate closet and the same way patron finds them.** **Initial**\_\_\_\_\_
- Security:** Any event serving alcohol will required 1 security officers for every 80 guests. One additional security officer is required for each additional 80 guests in attendance with a maximum of 250 guests. Any event without alcohol being served must have one security officer for the first 80 guest and an additional security guard for each increment of 80 guests. This security must be from a licensed & bonded security agency. The Office will secure the Security if needed and fees will be charged to the customer  
**Initial**\_\_\_\_\_
- Children:** All persons under age eighteen (18) **MUST HAVE FULL SUPERVISION BY FACILITY RENTER**  
**Initial**\_\_\_\_\_
- Minors:** All persons under twenty-one (21) years of age shall be deemed to be minors. At events where the majority of attendees are minors, alcohol cannot be served. If alcohol is served in the presence of minors, **FULL SUPERVISION MUST BE ADHERED TO.** **Initial**\_\_\_\_\_
- Alcohol:** Alcohol refers to any beverage that contains any alcohol. Use of alcohol will be permitted only in the hall and patio of our premise. Use of alcoholic beverages must be made in writing on the Facility Use Application at the time facility use is requested. Our office staff will review the application for approval or disapproval. We reserve the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and our own Policy. Additional insurance is required where any alcoholic beverages are available. **Initial**\_\_\_\_\_
- If alcohol is to be sold or donations accepted, an ABC Permit and Liquor Liability Insurance must be obtained. St. Isidore Historical Plaza will obtain said Permit and appropriate insurance liability

Alcoholic beverages may not be sold or consumed by minors under the age of twenty-one (21) years. California Penal Code 25658. Every person who sells, furnishes, gives, any alcoholic beverage to any person under the age of (21) years is guilty of a misdemeanor. **Initial**\_\_\_\_\_

**Chapel:** No food, beverages of any kind are allowed in the Chapel. There is no smoking in the Chapel. The Chapel is a historical site and should be treated with respect and care. Balcony use is by approval only for photographs, videographers, musicians and for the Bride and Groom to Ring the bell. The Chapel is limited to 125 persons.  
Decorations in Chapel **MUST NOT** use tape, nails or staples.  
To protect the Chapel and guests, only birdseed can be used to shower the wedding couple outside of the Chapel. None can be used inside the Chapel. **Initial**\_\_\_\_\_

**Insurance:** At any event, an insurance policy naming St. Isidore Historical Plaza as additionally insured, which includes public liability and property damage to the limit of \$1,000,000. The patron may purchase this insurance from their Homeowners Insurance Policy or a One-Day Insurance will be provided by the Office and charged to customer. The Certificate of Insurance is due six (6) weeks prior to event. Due by: \_\_\_\_\_ **Initial**\_\_\_\_\_

**Kitchen:** Kitchen is for warming use only. There is a warming cabinet available. No BBQs are allowed in the hall or on the plaza. **Initial**\_\_\_\_\_

**Music:** Live music or a DJ are welcome at the Plaza. However, all music must be terminated at **10:00PM**. These are city ordinances and will be enforced. **Initial**\_\_\_\_\_

**Port-a Potty:** At any event with more than 80 guests, a Port-a-Potty must be rented. The rental will be secured by our office and charged to the customer. **Initial**\_\_\_\_\_

**Liability:** St. Isidore Historical Plaza assumes no responsibility for lost or stolen items. All items are required to be picked up within 12 hours of the end of the event. **Initial**\_\_\_\_\_

**Date Changes:**  
In the event the renter is forced to change the date of the event or wedding every effort will be made by St. Isidore Historical Plaza to transfer reservations to support the new date. The renter agrees that in the event of a date change any expenses including but not limited to deposits and fees are the sole responsibility of the renter. The renter further understands that last minute changes can impact the quality of the event and that St. Isidore Historical Plaza is not responsible for those compromises in quality. **Initial**\_\_\_\_\_

**Parking:** Guest may use the designated parking spots in the Plaza parking lot, on Reagan St. and the areas included on the map that is provided. **Initial**\_\_\_\_\_

**Cancellation:** In the event of a cancellation at St. Isidore Historical Plaza within 60 days prior to the event date, all payments made to that date are refundable. No refunds will be made for cancellations after 60 days of the event date. **Initial**\_\_\_\_\_

**Copy of Identification:** A copy of valid DMV or Identification Card is required. **Initial**\_\_\_\_\_

**Permission to use personal photograph:**  
We would appreciate a copy of a few of the pictures that are taken of your event for publicity purposes. **Initial**\_\_\_\_\_

The aim of the Board of Directors of St. Isidore Historical Plaza is to provide a standard of service for our Patrons that will insure their scheduled event as a positive experience. To this end, any items not specifically addressed in this agreement may be approved at the discretion of the members of our board. Working together, we can maximize us of our facilities, and maintain them in a manner we can all be proud of for the benefit of our entire community. **Initial** \_\_\_\_\_

## **FACILITY PRICING:**

Chapel Only-All non-wedding events	\$200/hr-2-hour min. \$200.00 booking deposit and completed rental agreement to book the event.
Hall rental	<p>\$125 per hour-Hall &amp; Plaza</p> <p>In addition-<u>Security Deposit is required:</u></p> <p>\$400.00 with \$200 refundable if left in clean undamaged condition for <b>80</b> people.</p> <p>\$500.00 with \$200 refundable if left in clean undamaged condition for <b>81 to 150</b> people.</p> <p>\$600.00 with \$200 refundable if left in clean undamaged condition for <b>151 to 250</b> people.</p> <p>Security deposit and completed rental agreement are required to book the event.</p>
Conference Room	\$45/HR \$150 Security deposit \$50 refundable if left in same condition. \$150.00 booking deposit and completed rental agreement to book the event.
Non-profit events	Normal rates. Subject to the Office/Rental manager's discretion. Non-profit fund raisers should go to the board for discussion.
<b>Setup/Tear down:</b>	St. Isidore Historical Plaza table & chairs can be setup & torn down for the fees specified in the Pricing Sheet.
<b>Insurance:</b>	Patron will provide the prescribed insurance from their Homeowners Policy or it will be provided by St. Isidore Historical Plaza at the rate prescribed by the event and numbers attending the event. Fee will be charged to renter. Failure to provide complete Insurance Policy will result in cancellation of event 2 weeks prior to the event.
<b>ABC Permit:</b>	Will be provided by St. Isidore Historical if appropriate with fee charged to customer.

Renter's Name and Signature

Authorized Board Member of  
St. Isidore Historical Plaza

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**By signing this document, you acknowledge that you have read and agree to each section of this document.**

4/16/2019

**PRICING SUMMARY & TOTALS:**

**DEPOSITS:**

SECURITY DEPOSIT HALL & PLAZA (\$400, \$500 OR \$600) \$ \_\_\_\_\_

DEPOSIT CHAPEL ONLY FOR 2 HOURS OR LESS (\$200 ) \$ \_\_\_\_\_

DEPOSIT CONFERENCE ROOM (\$150) \$ \_\_\_\_\_

***FINAL PAYMENTS:***

CHAPEL ONLY FOR 2 HOURS OR LESS \$ \_\_\_\_\_

HOURLY FEE (\$125 X NUMBER OF HOURS) \$ \_\_\_\_\_

INSURANCE (if needed) \$ \_\_\_\_\_

SECURITY GUARD/GUARDS \$ \_\_\_\_\_

DECORATION (2 hour maximum) \$ \_\_\_\_\_

PORTO-POTTY (if needed) \$ \_\_\_\_\_

SET UP/TEAR DOWN (if needed call Roman 562-5080211)  
\$150 for numbers up to 90 - \$300 for numbers over 90 \$ \_\_\_\_\_

ABC PERMIT (if required) \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

HALL & PLAZA *FINAL PAYMENT* \$ \_\_\_\_\_

CONFERENCE ROOM *FINAL PAYMENT* \$ \_\_\_\_\_

**All deposits are due upon signing of contract to insure the date and event**

TOTAL DEPOSIT:  
DATE: \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_

TOTAL FINAL:  
DATE: \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_

**Total of remaining Rental fees are due sixty (60) days prior to event or this agreement may be subject to cancellation.**  
**Rentals secured less than 2 weeks prior to date of event must be paid in cash.**

**If refund is applicable a \$200 refund will be mailed to customer two (2) weeks after the event.**

TABLE & CHAIR AVAILABILITY

AS OF 4/26/2018

HALL 90 CHAIRS 16 6' FOOT TABLES 3 8' FOOT TABLES

CONFERENCE ROOM 60 CHAIRS

PATIO 11 TABLES

ROUND TABLES 12 ROUND TABLES AVAILABLE ONLY IF ROMAN IS HIRED BY CUSTOMER FOR SET UP & TEAR DOWN

CUSTOMER CHAIRS:

37 black	23 folding dark gray
07 dark blue	14 folding light gray
17 burgundy	26 folding beige
Subtotal: 61	Subtotal: 63

TABLECLOTHES & CHAIR COVERS AND NOT AVAILABLE FOR USE OR RENT