

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 80- Hall Assembly 120- Hall & Plaza 225 Conference Room seated 30 Assembly 45

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 indemnify 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:** All events must have one security officer for the first 75 guest and an additional security guard for each increment of 75 guests. If alcohol is served, an addition security guard is required. This security must be from a licensed & bonded security agency. The Office will secure the Security 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 75 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**_____

Covid-19 Waiver:

The Covid-19 Waiver must be signed & dated. **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 nonrefundable deposit and completed rental agreement to book the event.

Hall rental \$160 per hour-Hall & Plaza
 In addition-Security Deposit is required:
 \$400.00 with \$200 refundable if left in clean undamaged condition for **75** people.
 \$500.00 with \$200 refundable if left in clean undamaged condition for **76 to 150** people.
 \$600.00 with \$200 refundable if left in clean undamaged condition for **151 to 225** people.
 Security deposit and completed rental agreement are required to book the event.

Conference Room \$60/HR \$200 Security deposit, \$50 refundable if left in same condition. \$200.00 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 of Directors for discussion.

Setup/Tear down: St. Isidore Historical Plaza table & chairs can be setup & torn down for the fees specified in the Pricing Sheet.

Insurance: 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.

ABC Permit: Will be provided by St. Isidore Historical Plaza 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.

8/24/2021

PRICING SUMMARY & TOTALS:**DEPOSITS:**

SECURITY DEPOSIT HALL & PLAZA (\$400, \$500 OR \$600)	\$ _____
DEPOSIT CHAPEL ONLY FOR 2 HOURS OR LESS (\$200)	\$ _____
DEPOSIT CONFERENCE ROOM (\$2000)	\$ _____

FINAL PAYMENTS:

CHAPEL ONLY FOR 2 HOURS OR LESS	\$ _____
HOURLY FEE FOR PLAZA (\$160 X NUMBER OF HOURS)	\$ _____
INSURANCE (if purchased by SIHP)	\$ _____
SECURITY GUARD/GUARDS (\$25 per hour, minimum 4 hours. \$30 per hour if more than 3 are required)	\$ _____
DECORATION (2 hour maximum) \$50 per hour	\$ _____
PORTO-POTTY (if needed, price depends on regular or deluxe)	\$ _____
SET UP/TEAR DOWN (if needed call Roman 562-5080211) \$250 for numbers up to 75 - \$400 for numbers over 75	\$ _____
REMOVAL OF BENCHES- \$250	\$ _____
ABC PERMIT (if required)	\$ _____
<u>TOTAL:</u>	\$ _____

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.

**CORONAVIRUS PROPERTY ENTRY
ADVISORY AND DECLARATION – VISITOR
7/13/20**

Property Address(es) . 10961 Reagan St., Los Alamitos CA 90720

1. **RISKS OF EXPOSURE:** The Coronavirus (COVID-19) pandemic is a worldwide risk to human health. COVID-19 is highly contagious. While people of all ages are at risk of catching COVID-19, persons with compromised immune systems and older persons may be at particular risk.
2. **GOVERNMENT ORDERS:** To reduce the spread of COVID-19, elected representatives and health officials from the State of California, as well as many California cities and counties have issued "Stay Home" Orders and other mandates and recommendations (collectively, "COVID-19 Directives"), limiting activities that can be engaged in by businesses and members of the public. Some city and county orders are more restrictive than, and may take precedence over, Federal and State guidelines.
3. **VISITOR ADVISORY:** Visitors are advised that if you engage in any activities in violation of any COVID-19 Directives, you are acting against the advice of Broker. Brokers and agents (i) will comply with COVID-19 Directives, notwithstanding any Party's instructions and (ii) will obey all Fair Housing laws while pursuing safe COVID-19 practices. Nothing contained in this form shall be construed to allow an activity that is otherwise prohibited by any law. You are required to take all reasonable steps necessary to protect yourself and others.
4. **PURPOSE OF ENTRY:** The purpose of the entry is for either (i) viewing or inspecting a Property or performing an activity or providing services in furtherance of or to facilitate a real estate transaction or service, or (ii) allowing prospective purchasers or tenants to view or inspect the Property (Property may also be referred to as Premises in lease documents, and both carry the same meaning), making necessary or agreed repairs to the Property, or completing a pre-move-in or pre-move-out inspection of the Property, or other service in furtherance of a property management agreement.
5. **PROPERTY ENTRANT RULES:** Whether the person signing below is a prospective or actual buyer or tenant, real estate agent, or other person whose services facilitate the completion of a real estate transaction or lease/rental agreement or provide a property management or other service ("Signer"), Signer is voluntarily entering the Property. Signer agrees to take all reasonable and necessary precautions to protect Signer and others from the spread of COVID-19, including, but not limited to, the following ("Posted Rules of Entry"):
 - A. Following all Federal, State, and local laws and Stay at Home Orders, even though they may be changing rapidly.
 - B. Exercising care to protect yourself, and assessing your own risks, by considering your age, underlying health conditions, recent travel, possible exposure to COVID-19, doctor's recommendations, and local, State and Federal recommendations. You agree and understand that it is your responsibility to evaluate the risks and protect yourself.
 - C. Washing your hands with soap and water or using hand sanitizer, immediately upon entry and before touring or inspecting the Property. Remember to not touch your eyes, nose or mouth.
 - D. Wearing a protective face covering.
 - E. Practicing social distancing by keeping at least 6 feet between yourself and others. Do not gather in groups.
 - F. Avoiding touching knobs, faucets, toilets and toilet handles, light switches, garage door opener buttons, handles and pulls, alarm system controls, fan pulls, remotes, thermostats, switchboxes, gates and gate latches, window locks and sashes, pool coverings, counters, door and cabinet handles, sinks, and other such items, with the exception for trades or repair persons performing tasks requiring the touching of such items. If you believe it necessary to touch surfaces or items in the Property, consider the risks of doing so; and
6. **SIGNER ACKNOWLEDGMENTS AND AUTHORIZATIONS:**
 - A. No written materials or brochures describing, advertising, or marketing the Property will be available at the Property. Any such information needs to be obtained from broker or agent electronically.
 - B. A set of rules for agents and entrants will be posted at the entrance of the Property and are clearly visible and include pictograms "Posted Rules for Entry" (C.A.R. Document PRE);
 - C. Signer acknowledges that although others have been advised to clean and disinfect the Property before and after each showing, there is no guarantee that the cleaning removed any or all instances of the COVID-19 virus that may have been present.
 - D. Signer has been provided an electronic copy of, and agrees to the terms of, the Mandatory Government Showing Requirements, including Best Practices Guidelines and Prevention Plan (C.A.R. Document BPPP) or substantially equivalent document approved by Broker which has been provided to Visitor and the Posted Rules for Entry contained herein.
 - E. Signer can obtain online information about COVID-19 Directives from the California Departments of Public Health (CDPH) and Industrial Relations (Cal/OSHA) at the following locations: (i) <https://covid19.ca.gov/pdf/guidance-real-estate.pdf>; (ii) <https://covid19.ca.gov/pdf/checklist-real-estate.pdf>; and (iii) <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>.
 - F. Signer authorizes Broker or agent to electronically deliver this form and any updates to it, to Seller and listing broker or agent.
7. **SIGNERS REPRESENTATIONS:**
 - A. You understand that accessing a property for any of the purposes above (i) may be dangerous or unsafe and (ii) could expose you or others to COVID-19. You are voluntarily accessing the property.
 - B. To the best of your knowledge, you are not currently afflicted with COVID-19.
 - C. To the best of your knowledge, you have not knowingly, within the last 14 days, been in contact with someone afflicted with, COVID-19.
 - D. You are not experiencing a fever, or signs of respiratory illness such as cough, shortness of breath or difficulty breathing, or other COVID-19 symptoms.
 - E. You understand that persons may be afflicted with COVID-19 and: (i) not exhibit symptoms, (ii) not be aware that they are afflicted or (iii) may not voluntarily agree to disclose their condition.

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F. You will inform Broker if, after the date this document is signed, there is a change in your health condition or knowledge that potentially puts others at risk or invalidates the representations made in this document.

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Signer's Initials () () ()

PEAD-V 7/13/20 (PAGE 1 OF 2)

CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION – VISITOR (PEAD-V PAGE 1 OF 2)

- 8. ACCOMPANYING MINORS: Adult Signers acknowledge and agree that all Property entrant rules, Signer acknowledgments and Signer representations apply equally to any accompanying minors as they do to Signer. Signer is responsible for their care, safety, and conduct in the Property. Any accompanying minors shall be identified in paragraph 9.
- 9. EXCEPTIONS TO REPRESENTATIONS AND ADDITIONAL TERMS: _____

10. AGREEMENT, DECLARATION AND ASSUMPTION OF RISK: By signing below, you are declaring the foregoing is true, that you agree to take all recommended and reasonable actions to protect yourself and others from exposure to COVID-19, and that you ASSUME THE RISK, of entering the Property. You understand and agree that no one, including but not limited to real estate brokers and agents, can guarantee that you will not be exposed to or contract COVID-19.

By signing below, you, the Signer, the person entering the Property, acknowledge that you have read, understand, voluntarily agree to the foregoing and will adhere to the Posted Rules For Entry, and have received a copy of this Coronavirus Property Entry Advisory and Declaration – Visitor.

(For record keeping purposes only)

Date

I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS SIGNED PEAD-V FORM. (The initials below are not required but can be used as evidence that the initialing party has received the completed form.)

Lessee _____ () ()

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CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION – VISITOR (PEAD-V PAGE 2 OF 2)

Produced with Lone Wolf Transactions (zip Form Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwolf.com

Mandatory Government Showing Requirements, including Best Practices Guidelines and Prevention Plan

(C.A.R. Document BPPP, 7/13/20)

All must comply with the applicable County COVID-19 Shelter-in-Place Order and the State COVID-19 guidelines published by California Departments of Public Health and Industrial Relations (Cal/OSHA) "COVID-19 INDUSTRY GUIDANCE: Real Estate Transactions" as updated on May 12, 2020.

Rules for Every Visitor

- 1. Prior to entering a property, all persons must have already signed a Coronavirus Property Entry Advisory and Declaration - Visitor form (C.A.R. Form PEAD-V) and delivered a copy of that signed form to the listing agent.

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- 2. By signing the PEAD-V, the visitor is agreeing to both the Posted Rules of Entry (C.A.R. Document PRE) and this Prevention Plan or other plan adopted by the Broker. This is required of everyone entering the property including prospective buyers, agents, inspectors, appraisers, contractors, etc.
- 3. All visitors must maintain six feet of physical distance between unrelated persons.
- 4. All visitors must wear face coverings. For individuals with disabilities who cannot wear a face covering or face shield, the showing agent will engage in the interactive process with the individual to discuss any available reasonable accommodations.
- 5. All visitors must use hand sanitizer or wash their hands immediately upon entry.

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 <u>ONLY</u> 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