



LIVE OAK

UNITED CHURCH OF CHRIST

FACILITY RESERVATIONS TERMS AND CONDITIONS

The following guidelines are provided to assist you in planning your event at Live Oak rental facility, including adjoining owned property (collectively “facility” sometimes herein). Please read the guidelines carefully and sign in the appropriate space. By signing this document, you, the undersigned (“you”, “your” or “User”) are agreeing to comply with all terms and conditions. Please make your contract vendors (caterers, decorators, etc.) aware of these guidelines. If you have any questions, please feel free to contact the Event Coordinator at (909)833-3021 or by email at events@liveoakucc.org.

Rescheduling Policy

Clients may request to reschedule their event at least 8 days before the original event date. One rescheduling request is allowed at no additional charge. Additional rescheduling requests may incur a fee of 25% of total rental fees.

Cancellation by the Client

- **30 days or more before the event date:** A full refund will be issued minus a 5% administrative fee. Your deposit will also be returned to you.
- **29-22 days before the event date:** A 75% refund will be issued. Your security deposit will be returned to you.
- **21-14 days before the event:** A 50% refund will be issued. Your deposit will be returned to you.
- **14-8 days before the event:** A 25% refund will be issued. Your deposit will be returned to you.
- **Less than 8 days before the event date:** No refunds will be issued. Your deposit will not be returned to you; however, you may request to reschedule based on availability.

Cancellation by Live Oak United Church of Christ

In rare circumstances where we must cancel a booking due to unforeseen circumstances (e.g., natural disasters, facility issues, or safety concerns), clients will receive a full refund or the option to reschedule without penalty.

Security/Damage Deposit and Rental Fees

A security/damage deposit is required to reserve your rental space. This deposit is refundable in full approximately two to three weeks after your event, provided that all facility rules are followed and the facility is left in the same condition that it was found prior to your event. All rental fees must be paid in full one (1) month prior to the event date. Please keep in mind that rental fees due do not include the initial deposit unless otherwise noted by the Event Coordinator.

Smoking

Smoking is not permitted inside any Live Oak facility or anywhere on Live Oak property, including the parking lot and patios.

Maximum Capacity

The maximum capacity of the Sequoia Hall is 120 for dining/banquet set-up or 200 for a theater style set-up. The maximum capacity of the Sanctuary is 200 seated in the pews. The maximum capacity of the Manzanita Room is 25 for dining/banquet set-up or 40 for a theater style set-up. The maximum capacity of the Redbud Room is 5 for dining/banquet set-up or 15 for a theater style set-up. If your event exceeds the maximum capacity, then it is in jeopardy of being closed down by an Event Coordinator, Fire or Police Departments, and you will forfeit any fees paid for the facility.

Children

Children are not to be left unattended at any time and are to remain in the designated rental area. Under no circumstances are children allowed into any non-rental area. The non-rental areas include, but are not limited to, the preschool playground, choir loft, any musical instruments, and the native garden. An additional fee will be assessed if, at any time, it becomes necessary for an Event Coordinator to respond because of a disturbance(s) caused by unattended children in your party.

Police

If it becomes necessary for the Police Department to respond to the facility because of a disturbance(s) caused by participants at your event, you will be held liable for all police and additional staff charges incurred by Live Oak UCC at a rate of \$75 per hour.

Music

DJs or bands are permitted at your event, however, no smoke or bubble machines will be allowed. All music must end at least one hour prior to the end of the scheduled rental time or by 10 p.m., whichever comes first.

End of Event

Your end time means the facility must be empty of guests and cleaned up. We require you to allow enough time to clean and remove all of your items prior to the end of your event. For events with under 100 guests, 30 minutes minimum is required, and for events with over 100 guests, one hour minimum is required. Facility staff will provide trash cans and liners for your use in cleaning the facility. An Event Coordinator will check the facility prior to your leaving and note any problems on the facility evaluation sheet. All events must end by 11:00 pm.

Decorating

Please allot enough time in your rental time to allow for your outside vendors to come in and prepare for your event. This also means allowing time at the end of your event to take down all decorations and clean the facility before your end time. The Event Coordinator will have the facility ready for set up at the time listed on your contract. Live Oak UCC is not liable for personal property before, during, or after an event.

- Rentals of indoor rooms include use of tables and grey chairs only.
- Any candles or centerpieces with candles require prior approval from the Event Coordinator.
- Helium balloons are allowed, but must be anchored in order to keep them from floating to the ceiling. If tied to tables, chairs, or railings, all strings must be cleaned off at the end of the event.
- Decorations may not be suspended or attached to ceilings, walls, fixtures, or windows. Table and freestanding decorations are suggested. All decorations must be removed at the end of your event.
- Confetti, rice, glitter, or birdseed is not allowed inside or outside of the facilities.
- All rental equipment must be removed from the facility at the end of the event, unless prior arrangements have been made with the Event Coordinator.

Kitchen Rental/Caterer Responsibilities

- Warming trays, chafing dishes, and Sterno may all be used inside the facilities. The facility does not provide any pots, serving dishes, or utensils without a prior request.
- Propane is NOT allowed inside any facility. Any use of barbecues or propane in an outside area needs prior approval by Live Oak UCC and must be done in approved locations.
- Any cooking/warming to be done in outdoor areas must be approved by the Event Coordinator. If approved, cooking and cleaning must be done within the parameters of the arrangement made with the Event Coordinator, otherwise, additional cleaning fees will be accrued.

- Fry cookers are NOT permitted.
- Clean-up responsibilities:
 - It is your responsibility to bring in your own cleaning supplies.
 - All trash/waste must be placed in the proper trash receptacles. This includes the disposal of cooking oil, cleaning chemicals, etc.
 - Wipe up all spills and drips from countertops and cupboard fronts.
 - Wipe up all spills from the range top and inside ovens.
 - Remove all food from the refrigerator and dispose of it properly.
 - Dispose of all trash.
 - Empty and clean coffee makers.
 - Clean all sinks. Sweep floors.
 - Ask the Event Coordinator to check the kitchen prior to leaving the facility.

Beer and Wine Requirements

Failure to comply with any regulations will result in immediate revocation of permission to use alcohol.

Note: HARD LIQUOR IS NOT ALLOWED ANYWHERE ON THE PROPERTY. THIS INCLUDES SPIRITS, PREMIXED COCKTAILS, ETC.

- Alcohol is not allowed to be stored on the premises prior to events.
- Alcohol service must be stopped one hour before your event ends, which is one hour prior to your clean-up time.
- Only persons 21 years of age or older are permitted to serve alcohol and are not allowed to consume any alcoholic beverage prior to or while serving alcohol.
- It is prohibited to serve alcoholic beverages to any person who is intoxicated.
- Alcohol may not be served to minors. Alcoholic beverages are to be served only to persons 21 years of age and older. The User's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and rental fees which have been paid.

- Consumption of alcoholic beverages is prohibited during set-up and clean-up time.
- Guests of the User are not allowed to bring in their own alcohol.
- An Event Coordinator will be monitoring your event and have the authority to suspend the serving of beer and wine and/or close your event. If it becomes necessary for the Police Department to respond to the facility because of a disturbance(s) caused by participants at your event, you will be held liable for all police and additional staff charges incurred by the City at a rate of \$75 per hour.
- Beer or wine is not permitted outside of the rental room(s), on the patio, or in the parking lots.
- Beer kegs may not be placed directly on the floor. They must be in a tub or on a table and have suitable material underneath to prevent condensation on the floor or carpet.

The User's failure to comply, monitor, and enforce any of the rules and regulations listed above is grounds for terminating the activity and forfeiting the refundable deposits and rental fees that have been paid.

I have read and agree to abide by the above guidelines.

Print Name:_____

Date:_____

Signature:_____