

## **St. Raphael Catholic Church**

**5444 Hollister Ave  
Santa Barbara, CA 93111  
(805)967-5641**

Thank you for taking the time to consider renting St. Raphael Parish Hall!

We are a large, open, and welcoming facility centrally located between Santa Barbara and Goleta.

We are able to accommodate large receptions, meetings, or social gatherings or smaller groups if you prefer something more intimate.

Our versatile space can be transformed into a very formal or very casual environment for your event depending on your taste and imagination.

Please feel free to contact us for more information, pricing, and availability. We welcome you and your guests to St. Raphael Parish Hall!

Sincerely,

Fr. Bruce Correio  
Pastor

## Fee Information Sheet St. Raphael Parish Hall

A \$300 non-refundable reservation fee and a refundable security deposit are required to rent this facility. (The security deposit for parties is \$750 and for meetings \$500.)

Final fees/balance due thirty (30) days prior to the event.

<b>FRIDAYS, SATURDAYS, SUNDAYS &amp; HOLIDAYS – 8-HOUR RENTAL PACKAGE</b>		
<i>Amounts below include fees for room rental, event manager, the \$300 reservation fee, tables &amp; chairs, cleaning fee, and security deposit.</i>		
<u>8 hour minimum</u>	<u>Parishioner</u>	<u>NON-Parishioner</u>
Commercial / private groups	<b>\$2,750</b>	<b>\$3,250</b>
Extra Hours over 8 (room + event manager)	<b>\$200 / hr</b>	<b>\$250 / hr</b>
Non-profit / governmental / educational groups	<b>\$2,250</b>	<b>\$2,750</b>
Extra Hours over 8 (room + monitor)	<b>\$150 / hr</b>	<b>\$200 / hr</b>

<u>MONDAY – THURSDAY RENTAL FEES</u>	<u>Parishioner</u>	<u>NON-Parishioner</u>
<u>Parish Hall (2 hour minimum)</u>		
Commercial / private groups	<b>\$150 / hr</b>	<b>\$250 / hr</b>
Non-profit / governmental / educational groups	<b>\$100 / hr</b>	<b>\$200 / hr</b>

### **ADDITIONAL FEES FOR NON-PACKAGE RENTAL OF PARISH HALL**

Reservation fee – required non-refundable fee to confirm booking	<b>\$300</b>	A/V, screen, or sound	<b>\$100</b>
Security deposit – required but refundable if left in good condition	<b>\$250</b>	Piano	<b>\$50</b>
Security Guard – hired by St. Raphael	<b>\$20 / hr</b>	Television / VCR combo unit	<b>\$25</b>
Building monitor – required	<b>\$20 / hr</b>		
Tables & chairs setup and takedown	<b>\$100</b>	Cleaning – if food is served	<b>\$200</b>
Re-set fee	<b>\$50</b>		

**Cancellation Policy** - The initial \$300 reservation fee is non-refundable. If the event is cancelled within 30 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining rental fees (other than the reservation fee) will be refunded.

**Alcohol Policy** - All forms of alcohol are prohibited unless purchased and catered by the Knights of Columbus under a separate alcohol agreement. Any violation of the rules or abuse of the alcohol policy will result in forfeiture of the security deposit and immediate shut down of the event at the sole discretion of the Owner.

## Bar Packages St. Raphael Parish Hall

### Champagne

This fee is in addition to the purchase price of Champagne/sparkling wine (by the Knights of Columbus) and covers glassware and all items necessary for service of Champagne/sparkling wine.

Champagne Toast—\$3.00 ea

Includes a 3oz pour of sparkling wine in a glass champagne flute and non-alcoholic sparkling juice for children.

### Beer & Wine

This fee is in addition to the purchase price of alcoholic beverages (by the Knights of Columbus) and covers ice, glassware, and all items necessary for service of beer and wine.

Preferred Beer & Wine—\$3.00 ea

Preferred Beers Include: Budweiser, Bud Light & Miller Genuine Draft

Preferred Wines Include: House Cabernet, Merlot & Chardonnay

Premium Beer & Wine—\$4.00 ea

Premium Beers Include: Budweiser, Bud Light, Miller Genuine Draft, Heineken & Corona

Premium Wines Include: Premium Cabernet, Merlot & Chardonnay

Top Shelf Beer & Wine—\$5.00 ea

Top Shelf Beers Include: Heineken, Corona, Amstel Light, Sierra Nevada

Top Shelf Wines Include: Top Shelf Cabernet, Merlot & Chardonnay

### Full Bar

This fee is in addition to the purchase price of alcoholic beverages (by the Knights of Columbus) and covers ice, glassware, and all items necessary for full bar service.

Super Well—\$3.00 ea

The Super Well includes: Smirnoff Vodka, Tanqueray Gin, Bacardi Rum, Cuervo Gold Tequila, Dewar's White Label Scotch & Jim Beam Bourbon, Budweiser, Bud Light & Miller Genuine Draft, House Cabernet, Merlot & Chardonnay

Premium Well—\$4.00 ea

Premium Well includes: Absolut Vodka, Bombay Gin, Bacardi Select Rum, Cuervo 1800 Tequila, Johnnie Walker Red & Jack Daniels, Budweiser, Bud Light, Miller Genuine Draft, Heineken & Corona, Premium Cabernet, Merlot & Chardonnay

Top Shelf—\$5.00 ea

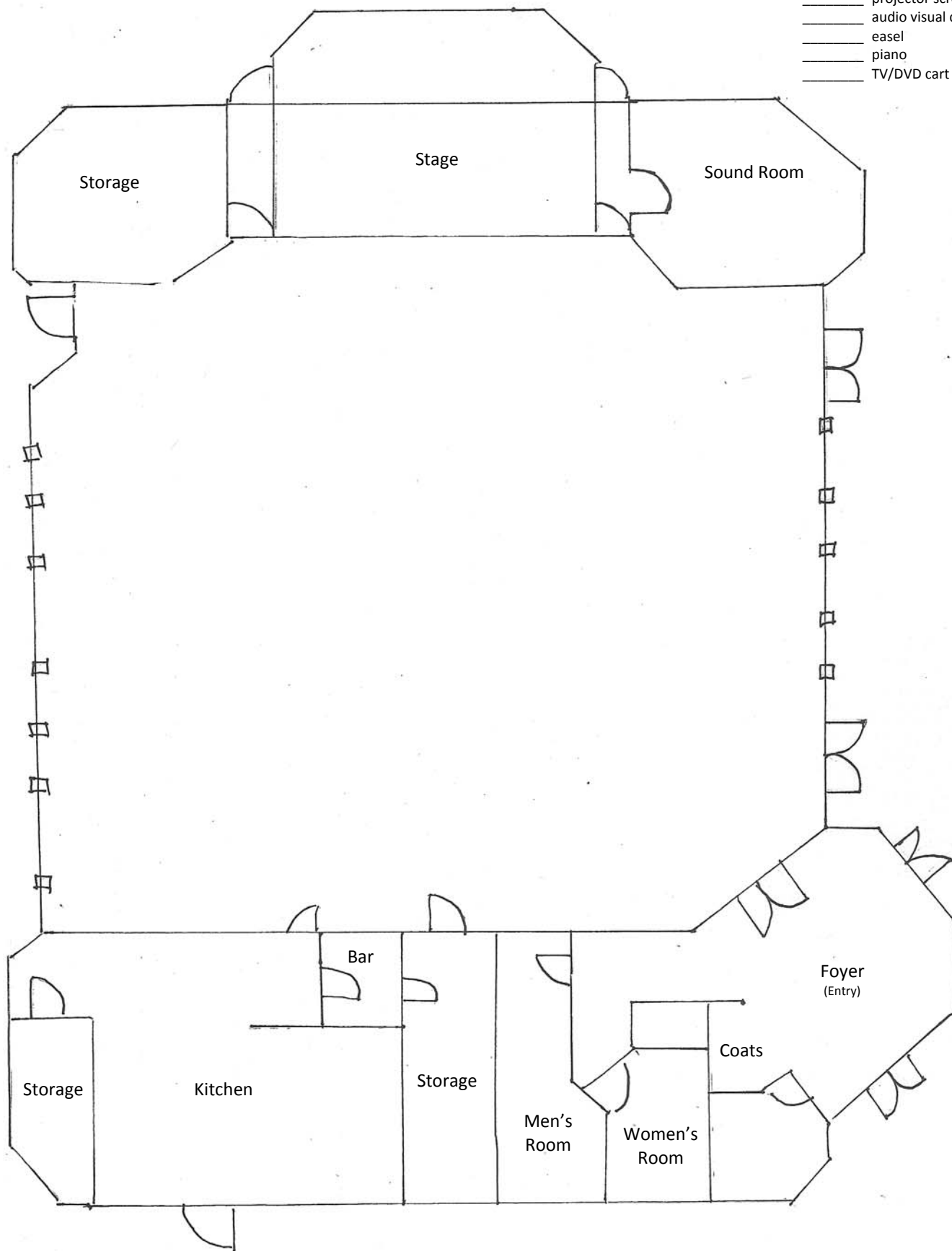
Top Shelf includes: Kettle One Vodka, Bombay Sapphire Gin, Bacardi Reserve Rum, Cuervo 1800 Anejo Tequila, Johnnie Walker Black & Maker's Mark Bourbon

### All Bars Include:

Up to four hours of bar service, glass ware, beverage napkins, beverage straws, limes, lemons, cherries, Coke, Diet Coke, 7-Up, mixers, bottled water, and ice.

# Floor Plan St. Raphael Parish Hall

- \_\_\_\_\_ 60" round table
- \_\_\_\_\_ 6' banquet table
- \_\_\_\_\_ chairs
- \_\_\_\_\_ podium & microphone
- \_\_\_\_\_ projector screen
- \_\_\_\_\_ audio visual cart
- \_\_\_\_\_ easel
- \_\_\_\_\_ piano
- \_\_\_\_\_ TV/DVD cart



## Frequently Asked Questions St. Raphael Parish Hall

Thank you for your inquiry regarding renting the St. Raphael Parish Hall. In order to handle your inquiry as quickly as possible, here are some answers to our most "frequently asked questions."

### **Alcohol**

All forms of alcohol are prohibited unless purchased by and catered by the Knights of Columbus under a separate alcohol agreement. The sale of alcohol is prohibited. Alcohol must stay inside the building at all times, and the Events Manager will be patrolling the property during the event for compliance. Any violation of the rules or abuse of the alcohol policy will result in forfeiture of the security deposit and immediate shut down of the event at the sole discretion of the Owner.

### **Animals**

Pets are not allowed on the property at any time with the exception of service animals.

### **Audio-Visual Equipment**

The Parish Hall has a sound system with wired microphones, a large projection screen, and an audio-visual cart. You must provide your own projector.

### **Cancellation Policy**

The initial \$300 reservation fee is non-refundable. If the event is cancelled within 30 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining rental fees (other than the reservation fee) will be refunded.

### **Capacity**

The building capacity is 260 for a sit-down event (round tables), 400 for a sit-down event (rectangular tables), and 500 for a meeting-style function. These numbers cannot be changed since they are pre-determined by the Fire Department for safety reasons.

### **Catering**

You may choose and use any caterer as long as they follow our facility guidelines. A copy of the caterer's contract must be provided to the Parish when it is finalized and signed. The stove, oven, heated warming cabinet, commercial refrigerator, freezer, and sinks in the Parish Hall kitchen are available. Propane units are not allowed inside the Parish Hall. Barbecuing is permitted by prior approval. Self-catering (i.e., where food is brought in but you handle your own cleanup) is allowed but the security deposit is doubled.

### **Children**

Children under age 18 must be inside the Parish Hall during the function. No children are to be outside unattended. No children under age 10 are allowed in the kitchen area.

### **Cleanup Time**

During your last rental hour, you are expected to remove any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music, and audio-visual equipment and anything else specifically used for your event. Also, you or your caterer must bag, tie, and dump any food/beverage trash in the

## Frequently Asked Questions St. Raphael Parish Hall

dumpsters or recycling bins outside. Finally, you must leave the Parish Hall and kitchen in the same condition as it was found. You are not required to mop/vacuum as the rental fee includes a cleaning service to do that work.

### Decorations

The Parish Hall has some art/plaques on the walls, so most groups concentrate their decorating efforts to the tables. Linens, floral centerpieces, balloons, and candles are generally the type of decorations used. However, if you do choose to decorate more than this, you may not nail, staple, thumbtack or duct tape your decorations to the walls. As for candles, the flame must be enclosed in a votive cup or hurricane glass covering.

### Description of Parish Hall

This facility is a popular setting for receptions, private parties, meetings, dinners, and non-profit fundraisers. Built in the 1980s, this facility has a spacious interior, high ceiling, and large windows on two sides that allow natural sunlight and fresh air to stream in.

### Fees

This facility has an 8-hour rental minimum on Fridays, Saturdays, and Sundays. Please see the Fee Information Sheet for current rental prices. The 8-hour rental fee includes the use of the facility, the Event Manager for 8 hours, tables and chairs, and the security deposit (refundable after your event provided no permanent damage or excessive cleaning is required or guidelines are violated.) This 8-hour span of time needs to include everything from set-up to one hour of cleanup at the end. Additional hours are currently billed as noted on the Fee Information Sheet.

Pricing is by the hour for rentals from Monday through Thursday. To calculate the rental price, multiply the total number of hours to be rented by the Applicable facility usage and Event Manager fees. In addition, add in the fees for tables and chairs, cleaning (if a meal is served), and security deposit. If you use the piano or the AV/screen/sound, add those fees. Due to the fact that this is owned by St. Raphael Church, the price structure includes a discount for parishioners. To receive this discount, the client must provide proof that they are parishioners (e.g., envelope number). The Pastor sets the fees annually. Fees are adjusted regularly and are applied to all facility rentals regardless of when booked.

### Insurance

Special event insurance is not required for private events. The Owner is not responsible for the loss or theft of personal property or items brought into the facility.

### Linens, Dishes, Glasses, Silverware

These items are not provided and need to be rented and brought in. Usually your caterer can facilitate this. Since we have no storage area at the facility, your rental items need to be brought in and taken out during your rental time span.

### Location

The St. Raphael Parish Hall is located at 5444 Hollister Avenue in Goleta, California. It is located off the 101 Freeway at the Patterson exit.

## Frequently Asked Questions St. Raphael Parish Hall

### Music

Amplified music is allowed inside the Parish Hall only. We suggest that music stop one hour prior to the end of the event to allow sufficient cleanup time.

### Parking

There is ample parking in the lot adjacent to the building. There is no parking in front of gates marked as no parking zones or in areas marked with signs or a red curb. On street parking is available on St. Joseph Street.

### Rental Availability

The St. Raphael Parish Hall is a popular spot for all special occasions. Saturdays are the most popular rental day of the week and usually book in advance. Fridays are increasing in popularity, so it pays to plan well in advance.

### Rental Hours

We schedule only one event for a Friday or Saturday, so you may choose any span of time as long as your event ends by 12:00 am (with clean-up starting at 11:00 pm). Rental hours must be consecutive hours. Rentals for Monday through Thursday must end by 10:00 pm (with clean-up starting at 9:00 pm).

### Reservations

"10-Day Tentative Hold" vs. "Confirm & Book" a Date. Once you decide to rent the St. Raphael Parish Hall and have determined a date, you can either put a "10-day tentative hold" for the date (no money down) or "confirm and book" the date (\$300 non-refundable reservation). Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (e.g., ceremony site, checking catering availability, etc.) At the end of the 10 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. To confirm a date and start the rental paperwork process, call the Parish Office, at (805) 967-5641.

### Security Deposit

The security deposit is a refundable deposit and is returned approximately 2 weeks after your event, if there is no permanent damage or excessive cleaning of the facility and if all guidelines are followed during the event. The security deposit for parties is \$750 and for meetings \$500. This security deposit amount should not be confused with the initial \$300 reservation fee, which is paid at the time you reserve the facility and is non-refundable. Any violation of the rules or abuse of the alcohol policy will result in forfeiture of the security deposit and immediate shut down of the event at the sole discretion of the Owner.

### Security Guards

Licensed security guards are required whenever alcohol is served. They are hired by St. Raphael Church. They are available for other functions upon request.

### Setup Time

## **Frequently Asked Questions St. Raphael Parish Hall**

Caterers and other event services generally need from 2-3 hours of setup time at this facility; this is considered to be part of your rental span of time. Our tables, chairs, etc., will already be in place before your "start time." Setup may not occur prior to this time.

### **Smoking**

Smoking is never permitted at any time on the property, including the parking lot.

### **Sound System**

The Parish Hall has 4 sound system plug-ins for microphones. Bands or other entertainment must bring their own sound systems and equipment.

### **Tables, Chairs, etc.**

The rental price for tables and chairs which includes set-up and takedown is included in an 8-hour rental package. We have an assortment of 6 foot banquet tables, 60 inch round tables, and 500 chairs. Additionally, we can provide a floor podium inside the Parish Hall and reception table in the entry at no charge. When you book a rental, you will receive a blank floor plan to help you plan and diagram your room setup.

### **Viewing the Facility**

The St. Raphael Parish Hall is open for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. Since our Business Manager does not work on weekends we ask you to call us with any further questions during weekdays. Again, please call us ahead of time to find out when to come in.

### **Wedding Ceremonies**

This facility is for receptions, meetings or social gatherings only. No wedding ceremonies may take place here.

# Rental Application St. Raphael Parish Hall

## Non-refundable Reservation Fee \$300

Parishioner/Non-parishioner: \_\_\_\_\_

Applicant(s) Organization: \_\_\_\_\_

(Name of both Bride and Groom if Wedding Reception)

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell/Daytime Ph: \_\_\_\_\_

E-mail: \_\_\_\_\_

Rental Date (MM/DD/YYYY): \_\_\_\_\_

Event Description: \_\_\_\_\_

If wedding reception, location of ceremony: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Seating arrangement: meeting \_\_\_\_\_ social event \_\_\_\_\_

Rental Time Is From: \_\_\_\_\_ to: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Clean-Up Time begins: \_\_\_\_\_

Total Rental Hours (set-up, event & clean-up) \_\_\_\_\_

## Will You:

Serve Alcohol Y N Describe: \_\_\_\_\_

Have a Disc Jockey or Band Y N Explain: \_\_\_\_\_

Have a Caterer or Self-Catering Explain: \_\_\_\_\_

Have Decorations Y N Describe: \_\_\_\_\_

Indicate the approximate # of minors attending who are of age 21 & under \_\_\_\_\_

Use our Mic., Sound System & Podium Y N Explain: \_\_\_\_\_

## Onsite Contact Person During the event

Name and cell ph # \_\_\_\_\_

Eligible for Parishioner Discount Yes (Verified) No

Extra Security Required Yes No

This is an application for Facility Rental and does not constitute a contract. The Contract will be issued upon receipt of the rental deposit. Renter is aware that the reservation fee is non-refundable and that only if the event is cancelled within 30 working days of the event, 100% of the Security deposit and 90% of the remaining fees will be refunded. The parish has the right to double the cleaning deposit if event is self-catered.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Reservation fee paid

Cash \_\_\_\_\_ Ck # \_\_\_\_\_

## Guidelines St. Raphael Parish Hall

### General

- An Event Manager is on duty at all events. Please check with them upon arrival and departure and if any problems should arise.
- At the end of the event, the Event Manager will walk through the facility with the renter to ensure that the facility is left in good condition.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- People and/or equipment are not allowed on the stage area, with exception of musicians/performers.
- Plants, plaques or paintings are not to be moved.
- Licensed security guard(s) is required whenever alcohol is served.
- Renter is responsible for leaving all areas of the facility in the same condition as found.
- The facility has no control over special events occurring in the neighborhood or on Hollister Avenue in front of the Church.
- Smoking is never permitted on the property.
- Focus of events must be person(s) over 21 years of age.
- Children under age 18 must be inside the Parish Hall during the function. No children are to be left outside unattended. No children under age 10 in the kitchen area.

### Catering

- The caterer is responsible for leaving the kitchen in the condition it was found (e.g., clean).
- Outdoor Barbecuing is permitted by prior arrangement.
- Propane burners are not allowed. Only electric warmers and sternos are allowed in the hall area.
- All trash or recycling must be put in garbage bags, tied at the top and put into the Marborg trash or recycling dumpsters located in the parking lot across from the building. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- We reserve the right to double the security deposit for self-catered events (i.e., food brought in where family/friends handle clean up).

### Beverages

- Alcohol is not allowed unless catered by the Knights of Columbus.
- Do not dump ice and/or liquids on the plants within the building, on the patios or on the surrounding grounds of the building.
  - Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer recycling of glass bottles & cans at this facility.

### Decorations

- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice, liquid bubble-blowing or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.
- If extension cords are used, they must be taped down to the floor.
- Ladders are not permitted to hang decorations. Do not stand on chairs or tables.

### Music

- Music must stop one (1) hour prior to the end of event to allow sufficient clean-up time.