



Our Lady of the Pillar Church

Bell Building

565 Kelly Avenue, Half Moon Bay, CA

REGULATIONS FOR RENTAL

Who may rent the hall?

The Bell Building may be rented for Weddings, baptisms, confirmation, or events that are pertaining to a sacrament being held in Our Lady of the Pillar Church.

or

Nonprofit organizations (such as a school or another church) who wish to use the parish facility for a specific event of limited duration.

When and what should I do to rent the Bell Building?

Check with Our Lady of the Pillar Church

Rectory Office at 650.726.4674 for availability of the Bell Building. It is a good idea to plan ahead so that your event is on the calendar several months ahead of the expected date. This allows us ample time for completion of necessary paperwork for insurance and security.

What are the fees?

Rental fee

The cost is \$750.00 per day on Tuesday, Wednesday or Thursday. Any other day the fee is \$650.00. Key may be picked up the Friday before the function.

Deposit

\$400.00 is required at the time the event is scheduled. \$300.00 of this deposit is refundable if premises are vacated no later than 10:00 pm on the day used and if the building is thoroughly cleaned the following day by 12:00 noon.

Insurance

Without liquor:

\$160 per day 1-100 attendees

\$200 per day 101-150 attendees

With liquor:

\$250 per day 1-100 attendees

\$400 per day 101-150 attendees

Check or money order must be made out to the Archdiocese of San Francisco. No cash, please. An Outside Users Agreement must be filled out and signed.

Security

If any alcohol is being served security guards are required. We will arrange for two (2) Security Guards. The cost is \$320.00 for two guards for a minimum of four (4) hours each. Some functions may require guards for a longer period of time, never past 10:00 pm.

All fees must be paid 4 weeks prior to the event. Cancellation of a contract must be made three weeks prior to the event or deposit becomes nonrefundable.

What are the times?

The hall is rented for one day only, the event must be over by 10:00 p.m.

What is included?

The hall, tables and chairs, and the kitchen facilities (stove, sink, large icemaker, and refrigerator) are included in rental fee.

Table cloths, dishes, silverware, pots and pans, garbage bags, and vacuum cleaner are not included.

What is prohibited?

No candles or flammable substances.

Nothing may be nailed, stapled, tacked, pinned or taped to walls, doors or ceiling.

What about music?

On Saturdays, music is to stop from 5:00 pm to 6:00 pm so as not to interfere with Mass. All doors are to be closed during that time. All music must stop by 9:00 pm.

How can I get my deposit back?

In order for a deposit to be refunded you must:

▶ Understand and agree that premises are to be vacated by 10:00 pm on the day of usage or forfeit complete deposit.

▶ Cleanup must be on the following day and completed before 12:00 noon or forfeit partial or complete deposit.

Cleanup consists of the following:

- Vacuum the carpet (Bell Building does not provide a vacuum cleaner).
- Wash Floors in kitchen, back area of hall, and both bathrooms.
- Bathroom sinks, toilet basins, urinal, and mirrors must be clean.
- Kitchen sink, stove, oven, refrigerator, and counter must be clean.
- Empty all garbage cans including those in the bathrooms and place garbage in dumpster. If dumpster is full, place remaining garbage in plastic bag and put on top of blue dumpster, not on the ground, please
- All debris, including paper products, bottles, and cigarettes must be cleaned from around the building, inside and out.
- Tables are to remain on carpet area. 8-10 chairs are to be placed on top of each table, seat side down. Any extra chairs are to be stacked by the back door area.



The Bell Building is owned and operated by
Our Lady of the Pillar Church
400 Church Street
Half Moon Bay, CA 94019
650.726.4674