

# St. David's Episcopal Church Event and Facility Rental Guidelines January 2015

## **Booking and payment:**

- To “book” an event, a signed estimate, signed guidelines, and a prepaid deposit are required. In the event that the customer is a non-profit, a copy of the agency’s 501(c)(3) Designation Letter and a completed Tax Exempt form are also required.
- Deposits are refundable if a 30-day cancellation notice is given in writing.
- Unless otherwise noted, the balance is due 30 days from the invoice date.
- Facility rentals and catering are based on availability. Most events that are after hours or that request catering require a minimum lead time of two weeks.

## **Insurance Requirements:**

The following types of events may be required to provide, a week in advance of the event, a certificate of insurance of at least \$500,000 and naming St. David’s Episcopal Church as an additional insured:

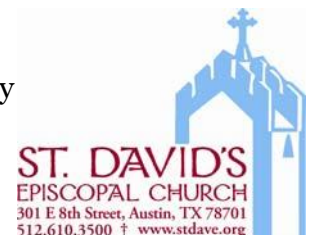
- Events serving beer or wine
- Events anticipating attendance in excess of 125 attendees
- Events that are multiple days in duration

## **Catering**

- Normally, our Café Divine catering staff will be able to handle all of your needs, from simple drink service to full seated dinners. By using our in-house services, we are able to provide a seamless experience for your event.
- When internal events and other commitments preclude Café Divine from meeting your needs, customers are allowed to bring in outside catering with the pre-approval of the Director of Special Events and/or the Chef.
- Final head counts are due to the Director of Special Events no later than 7 working days prior to the event. Café Divine will prepare for the number given; adjusting this number to reflect actual attendance is the responsibility of the customer.
- To assure safety, “left-over” catering is not allowed to be taken out of the building

## **Meeting space guidelines:**

- Only blue painter’s tape is allowed to affix items to the walls. Thumbtacks, pushpins, scotch/masking/or other tape, staples, etc. are not allowed.
- The Facility Staff will set-up rented rooms according to your request. To assure proper staffing, logistics and layout for the room are required no later than 7 days prior to the event.
- Our floors are some of the cleanest in town and we need your help to keep them that way. Please do not drag tables, chairs, etc. across any floor. If you need help moving items, ask for assistance from the St. David’s staff.



**Meeting space guidelines continued:**

- Food and beverages are not permitted in our Historic Sanctuary.
- St. David's has a limited amount of AV and music equipment to rent. Unfortunately, St. David's does not have an AV professional on staff. If needed, additional equipment and professional A/V staff can be brought in to meet your needs at a reasonable cost.
- St. David's has several common areas that may be used in addition to "closed" door meeting space. Prior approval is required and we ask that you be respectful of others in the building that may be in or near the common space.

**Alcohol guidelines:**

- With prior approval, beer and wine are permitted
- Hard alcohol is not permitted
- St. David's is subject to TABC licensing rules and permitting
- St. David's requires that the "bartender" be TABC certified
- St. David's reserves the right to purchase the beer/wine for said event

**Parking guidelines:**

- St. David's owns the garage adjacent to our building but, because of tax reasons, is run as a separate entity. The garage is open to the public. Complimentary or "validated" parking is not included in the price of facility rentals or catering. Discounted parking may be obtained, through the Director of Special Events, with the Garage Manager. To assure adequate staffing, such arrangements must be made two weeks prior to the event. Discounted parking does not guarantee available space.
- The surface parking lot on the corner of 8<sup>th</sup> Street and San Jacinto is available for short-term parking only (less than one hour) unless otherwise arranged. Typically, this lot is at capacity on Monday through Thursday during business hours.
- There are many on-street parking spaces around our building. The meters are currently free after 6:00 p.m. Monday through Wednesday and on Sundays and holidays.
- St. David's is proud to be an active member in the Downtown Community. Unfortunately, one of the drawbacks of being located in such an active area is that we often experience road closures which can make it challenging to get to our facility. Please check with the City of Austin prior to your event regarding street closures.

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Customer signature and date

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Printed customer name

