



GENERAL RESERVATION & USE INFORMATION:

It is our desire that the property and facilities God has entrusted to Westminster Presbyterian Church (hereafter "WPC") be used to bless and serve our members and our community.

RESERVATIONS:

At the time a reservation is made, a non-refundable Security/Damage deposit is due (20% of total contract). The deposit will be deducted from the total balance due, after the event and a final inspection has taken place.

The event fee must be paid-in-full, and the Facility Use Agreement submitted at least four weeks prior to the event. The church accepts payment by cash, personal check or certified check only. The check should be made payable to: Westminster Presbyterian Church, and should be mailed, along with the Facility Use Agreement, to:

Westminster Presbyterian Church
c/o Events Committee
3737 Liberty Road S.
Salem OR 97302

CANCELLATION & REFUNDS

Your Event Manager should be notified in writing (email acceptable) of all cancellations and refund requests as soon as possible prior to the scheduled event. Cancellations made 30 days or more in advance of the event date, will receive a 100% refund. Cancellations made after that time are non-refundable.

No refunds will be granted after the event reservation date, whether or not the facility was used.

LIABILITY:

Client assumes liability for (a) any injuries to persons using WPC premises resulting from a non-church sponsored activity; and (b) any damage to WPC or other church property, equipment or furniture arising from the activity.

LIABILITY—continued

Client must provide adult (age 25 and over) supervision for all events when children are present. At least two adults are required to be present at all times when caring for children.

Please report any damage immediately to the church office. Any damage to the building and its contents is the responsibility of the group or individual using the facility. This facility will be inspected by church personnel prior to and following each use.

INSURANCE:

Events at Westminster requires liability insurance for every event. The insurance protects the Client from damage and claims that may arise, and likewise protects Westminster. As a service to our clients, the insurance is included in our event package for a reasonable fee.

EVENT COORDINATOR (for large events):

Westminster works with a professional Event Coordinator who must be on-property during major events to assist with problem-solving and ensure a successful event. Clients will be contacted by the Event Coordinator upon issuance of the Rental Agreement; the Coordinator will be available to assist with filling out the Agreement if necessary.

FEE: The Event Coordinator establishes their own fee based on the scope of service and is paid independently from WPC.

CLEAN UP:

Clients are expected to pick up and deposit all garbage in appropriate receptacles. Wipe down all tables and counters with the sanitizing solution found under the sink in the kitchen. Tables and chairs should be put back into the configuration you found them. Remove all food items, utensils and serving dishes you brought. Turn off all appliances, lights, fans. Close and lock all doors.

PROHIBITIONS/REGULATIONS:

- All buildings are smoke-free. Use of tobacco products and vaping of any type in the interior spaces and the surrounding areas of the building is strictly prohibited.
- Wine and beer service is allowed under the following conditions:
 - ◆ WPC is informed that alcohol will be served at your event.
 - ◆ A licensed and bonded professional bartender must be hired to pour all drinks and monitor the guests. The bartender must be on duty during the entire event.
 - ◆ Private security must be on property at all times.
 - ◆ Only beer and wine, poured by the glass, are permitted. No hard liquor is allowed.
 - ◆ No alcohol sales permitted. Only a 'hosted' bar is acceptable.
- Only water (in a covered container) is allowed in the Sanctuary; no food or other beverages.

- Gambling is not permitted on the premises.
- Use of the following is prohibited.
 - ◆ Glitter
 - ◆ Rice
 - ◆ Confetti
 - ◆ Real flower petals inside (artificial flower petals are fine)
 - ◆ Sparklers
 - ◆ Smoke machines
 - ◆ Candles or open flames
 - ◆ Firearms, smoking, or drugs of any kind are not allowed on the property.
 - ◆ Bubbles are allowed outside
- Client may not drive nails, tacks or screws into any part of the building, inside or outside.
- The Pre-school playground is off limits for use.
- Activities should be completed by 9:00 PM, with premises vacated by 10:00 PM.
- Amplified sound outside the buildings is allowed *only with prior approval from WPC*, and must be concluded by 9:00 PM. The decibel level of the music may not exceed 50 decibels, whether it be live or recorded.
- Use of the Youth Rooms must have permission from the Youth Director 30 days prior to the event.

CATERING:

Clients planning to include food service in their event must work with a professional, licensed caterer. An event that features a cocktail reception, buffet, plated meals, full lunches or dinners must be catered. Client may chose their own caterer.

A short reception that includes simple finger food and drinks (such as cookies and coffee) may be self-catered.

RIGHT TO CANCEL:

Neither WPC nor Client shall be liable for events beyond their control which may interfere with Guest occupancy of the Property such as acts of God, acts of governmental agencies, fires, strikes, war or inclement weather. No refunds shall be given for such occurrences, and Client is encouraged to obtain event insurance to cover such risks.

USE OF PIANO & ORGAN IN SANCTUARY:

- ◆ The piano may be used, and if moved, must be returned to its original position.
- ◆ Nothing is to be placed on top of the piano.
- ◆ The piano lid may NEVER be removed.
- ◆ The organ may be used with prior approval.
- ◆ Nothing is to be placed on top of the organ.
- ◆ NOTE: WPC's pianist and organist have right-of-first-refusal for all events when a musician is needed. The standard fee is \$200.

USE OF AUDIO/VISUAL IN THE SANCTUARY OR BOULDER HALL:

Only WPC's A/V technicians are allowed to use Westminster's audio/visual equipment. The fee for the technician & equipment is \$100 per hour.

USE OF KITCHEN IN BOULDER HALL

The following equipment may be used when Boulder Hall's kitchen is rented:

- ◆ Refrigerator & Freezer
- ◆ Microwaves
- ◆ Stove
- ◆ Ovens
- ◆ Sinks
- ◆ Coffeemakers – Facility User provides coffee. (NOTE: It is imperative to closely follow written instructions for using coffeemakers. Especially, never use soap in the coffeemakers.)

The following equipment is **NOT TO BE USED**:

- ◆ Dishes
- ◆ Utensils
- ◆ Dishwasher
- ◆ Pots & Pans
- ◆ Tablecloths

Kitchen Reminders:

- ◆ The kitchen is not a childproof area. CHILDREN UNDER 18 YEARS OLD MUST BE SUPERVISED BY AN ADULT.
- ◆ Wash sinks and wipe counters using provided cleaners.
- ◆ Empty small wastebaskets into the large garbage can; if full, empty the large garbage can into the dumpster on the north side of the sanctuary.
- ◆ Do not leave leftover food in the refrigerator or on the counters or in cabinets. All food left on-site will be thrown out by Kitchen Management.
- ◆ No dishcloths are to be borrowed or taken home to be washed. Leave all used cloths in the container at the south end of the three sinks.
- ◆ It is expected the kitchen will be left clean and in the condition in which it was prior to Client's event. Any damage or breakage must be immediately reported to the Event Manager.