



DIVINE WORD SEMINARY / MISSIONARIES

11316 Cypress Avenue

Riverside, CA 92505

www.divinewordseminary-riverside.com

Tel: (951) 689-4858

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EVENT RESERVATION CONTRACT

(DEPOSIT is non-refundable, and required with this signed contract in order to guarantee your requested date.)

Group using Facility: _____

Contact Person: _____

Address: _____

Date of Event: _____

Times Using Facility: **From:** _____ **To:** _____

Phone / 2nd Phone: _____

Email: _____

Name of Event: _____ **Estimated number:** _____

Venue Fee: \$130.00/hour

Deposit: \$200.00

Rooms to be used (Please mark):

- Dining Room
- Kitchen
- Other Room (Please Specify): _____
- Stone House Chapel
- Multi-Purpose Room (2nd Floor)

Room Setup Style Required: _____

(Theater style, banquet rounds, board room style, classroom style, exhibit hall, etc.)

- The Retreat Center has tables (round and rectangular) and chairs available for 150 guests. Please verify numbers and sizes with the Retreat Center’s Management to ensure the proper quantity to accommodate your guests. Unless other arrangements have been made with the Divine Word Seminary, set-up and clean-up must take place on the day of the event, between the designated times that the building has been rented. Retreat Center staff is not responsible for the set-up and break-down of events.

Hereby assume full responsibility for any and all extra expenses and/or damages arising from this event. I UNDERSTAND THAT I AM RESPONSIBLE FOR CLEANING UP AND REARRANGING FURNITURE IMMEDIATELY AFTER THIS EVENT, AND THAT THE USE OF THIS SPACE/FACILITY WILL COMPLY WITH ALL DIVINE WORD SEMINARY POLICIES AND PROCEDURES.

In scheduling this event I do hereby agree: (A) to assume all risks and responsibilities involved in THIS EVENT (B) for myself and my heirs, to release and hold harmless the Divine Word Seminary against all claims, demands, actions and causes of action for damages I may have due to personal injury, death, or property damage, whether or not the result of negligent acts or omissions on the part of Divine Word Seminary or any of its trustees, officers, agents and employees, arising from my use of the facility; (C) to defend, indemnify, and hold harmless the Divine Word Seminary, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages sustained or incurred by anyone other than me due to personal injury, property damage or death, whether or not result of negligent acts or omissions on the part of the Divine Word Seminary and of its trustees, officers and employees arising from my participation in this event; and (D) to reimburse for any damage to the property of the Divine Word Seminary caused by the use of the facility; (E) to agree to conduct the function in an orderly manner in full compliance with all applicable laws, regulations and Divine Word Seminary rules. Divine Word Seminary also reserve the right to terminate any event and thus forfeiture of fees paid, if there is non-compliance with the applicable rules and regulations.

(Please be sure to read the policies, rules and regulations before you sign and return this contract.)

**RULES AND REGULATIONS FOR USE OF FACILITIES AT
THE DIVINE WORD RETREAT CENTER**

READ CAREFULLY

- The hosted group using the in the Retreat Center facilities agrees to comply with the policies of the Divine Word Retreat Center provided in the Contract, in writing and/or posted on the facilities.
- Please make sure that the whole group is informed of our policies before and during the event.
- The hosted group agrees to cooperate with the Director and his staff in order to ensure the most efficient use of the facilities. Failure to observe and respect the Rules and Regulations of the Retreat Center will result in non-acceptance of the group in the future.
- Groups are responsible to clean up and to remove all of their materials and supplies by the designated end time of the event.
- Any requests to drop off materials or supplies prior to the day of the event must be cleared with the Retreat Center Manager or Director. We cannot store items prior to the event day if there are other events scheduled at our facility.
- The Retreat Center has tables (rounds and rectangulars) and chairs available for 150 guests. Please verify numbers and sizes with the Retreat Center's Management to ensure the proper quantity to accommodate your guests. Unless other arrangements have been made with the Divine Word Seminary, set-up and clean-up must take place on the day of the event, between the designated times that the building has been rented. Retreat Center staff is not responsible for the set-up and break-down of events.
- Storage of equipment after the event is strictly prohibited.
- The person in charge of the hosted group (Contact person) or his/her designated person, is required to meet the Retreat Center Director/Manager at least 1 hour before the group arrives so that they can view the facilities. Viewing the facilities together will eliminate a lot of problems and confusions.
- USE the proper Parking Zone of the Retreat Center. Lock your vehicles at all times. The Divine Word Seminary is not responsible for any theft or damages.
- Do not remove anything from its original place, unless you have the permission of the Retreat Center Manager or Director. No nails, nor graffiti, nor posters on the wall; There is a designated place for it. You will be charged for any damages.
- Smoking is strictly prohibited inside all Divine Word Seminary buildings. Smoking is only allowed in designated area and all smoking remains must be disposed of properly.
- Health and Fire Department rules apply to everyone using the facilities. Proper caution should be observed when using CANDLES. We only allow glass candle in any activities.
- For those using the Kitchen: Only designated cooks are allowed. Maximum of 8 persons only! (There is an extra charge of \$150.00 if the Kitchen was left dirty and messy.)
- We do not allow storage of foods or provisions in the walk-in freezer after the event.
- There are available pots and pans for your cooking needs; however you must bring your own plates, glasses/cups and eating utensils; kindly bring additional trash liners (33 gallons) when you rent the kitchen.
- Before leaving, re-check facility for any personal items. We will not be responsible for any items left behind after you leave the facility.

I UNDERSTAND AND WILL COMPLY WITH ALL THE ABOVE RULES AND REGULATIONS.

Name (printed) _____

Signature: _____ Date: _____

Divine Word Seminary - Rector's Name (printed) _____

Signature: _____ Date: _____