



Reception Hall Rental

1.0. THE RECEPTION HALL:

The reception hall is located at 505 Coyote Rd, San Jose, CA 95111, right across the sanctuary's main entrance. It has about 1800 sq ft usable area that is perfect for medium to large social events like wedding, christening, birthday, reception, graduation, etc.

The hall is available on first come, first serve basis and is only secured by payment of Reservation Advance Deposit stated in the rental agreement, however, the church has the right to disapprove rental applications.

1.1. Equipment available with the Reception Hall:

1. Twelve sets of round table with 10 chairs each, total of 120 chairs
2. Kitchen with 6 stoves to reheat food, NOT cooking
3. Detached rest rooms
4. Plenty of parking spaces, up to 120 cars.
5. A refrigerator (10 cubic feet) at a reasonable rate of \$16 / day

1.2. Rental Rates per Event:

1. The rate for 120 guests (full capacity) for 6-hour event:
 - a. Monday – Friday, daytime: \$500.00
 - b. Monday – Friday, evening: \$600.00
 - c. Saturday – Sunday, day time: \$600.00
 - d. Saturday – Sunday, evening: \$700.00
2. Use Multiplier Index Table below for a different number of guests and event duration
 - a. Example: Multiplier index for 60 guests, for 4 hours is .58. If event is on Thursday during daytime, rent will be \$290 (500x.58).
3. Free setup time is allowed: 1 hr for an event that is 5 hrs or less, and 2 hrs for an event that is longer than 5 hrs.
4. Church Member shall get 25% rental discount of

5. Final count for estimated number of guests is due one week prior to event date. If the actual number of guests exceeds the estimate, surcharge will be applied; two additional guests will be counted as three guests in rate calculations (20 extra guests will be charged as if they were 30 guests).
6. The number of chairs in the hall is usually limited to the number of estimated guests.

Multiplier Index Table								
Party Size	Hours*							
	2	4	6	8	9	10	11	12
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	0.17	0.24	0.29	0.47	0.50	0.53	0.55	0.58
20	0.24	0.33	0.41	0.67	0.71	0.75	0.78	0.82
30	0.29	0.41	0.50	0.82	0.87	0.91	0.96	1.00
40	0.33	0.47	0.58	0.94	1.00	1.05	1.11	1.15
50	0.37	0.53	0.65	1.05	1.12	1.18	1.24	1.29
60	0.41	0.58	0.71	1.15	1.22	1.29	1.35	1.41
70	0.44	0.62	0.76	1.25	1.32	1.39	1.46	1.53
80	0.47	0.67	0.82	1.33	1.41	1.49	1.56	1.63
90	0.50	0.71	0.87	1.41	1.50	1.58	1.66	1.73
100	0.53	0.75	0.91	1.49	1.58	1.67	1.75	1.83
110	0.55	0.78	0.96	1.56	1.66	1.75	1.83	1.91
120	0.58	0.82	1.00	1.63	1.73	1.83	1.91	2.00

* Hours do not include setup time

1.3. We May help arranging the following services:

- Father / Clergy for Blessing (Burake)
- Songs by church choir
- Caterer
- Security officer
- Photographer
- Waiters Services
- Videographer
- Wedding Cake
- Wedding Accessories
- Limousine
- Taxi

1.4. Photo gallery of past events:

- a. Wedding
- b. Graduation
- c. Christening
- d. Birthday
- e. Reception

2.0. RENTAL AGREEMENT:

Mekane Rama Gabriel Hall Reservation Agreement
505 Coyote Rd, San Jose, CA 95111

To inquire anything about your reservation
Please call (408) 365-8905 or (408) 225-8285 or
email ramagabrielsj@gmail.com

2.1. Booking / Reservation:

This rental agreement is dated on _____(mm/dd/yy), and is made between *Mekane Rama Gabriel Church* and a Responsible Person (Rentee) representing self or a renting party.

Responsible Person (Rentee) is:

Name _____

Address _____

City _____ State _____ Zip _____

Date of Event: _____

Time: From: _____ AM PM To: _____ AM PM

Facility Rented: Hall, Room (Circle one)

Type of Event: Wedding, Christening, Graduation, Reception, Birth day, (if other, please specify) _____

Estimated Number of Guests _____

Capacity: Maximum capacity for sit-down dinners is 120, and for cocktail parties 160.

Event Setup: Setup needs to be done by the Renting Party.

Reservation: if the event is on Saturday or Sunday, the Rental Agreement form must be completed, signed and submitted at least 2 weeks prior to the event. If event is on weekdays, the Rental Agreement form must be completed, signed and submitted at least 1 week prior to the event.

2.2. Total and Advance Payments:

I/we agree to make a total payment of \$ _____ for rental of Mekane Rama Gabriel Church Reception Hall on the above date(s) and time(s). I have submitted \$ _____ (minimum 25%) with this agreement as a Reservation Advance Deposit.

I/we agree to pay the remaining balance of \$ _____ one week before the event date or earlier. If the remaining balance is not paid by the due date, my/our reservation may be canceled and all money previously paid forfeited.

All payments are due by the dates specified in this agreement. If payments are late, we reserve the right to rebook the time you have reserved and to retain the Reservation Advance Deposit received.

2.3. Cancellation and /or Date Change:

I/we agree that if I/we cancel the reservation, the Reservation Advance Deposit will be forfeited.

If it is necessary to change the date and/or time of the event, and the new time is available, the Reservation Advance Deposit will apply toward the new time if notice is given four weeks prior to the change.

If notice is given two to four weeks prior to the change, the Reservation Advance Deposit will apply toward the new time only if the original time is rebooked.

If notice of the change is given less than two weeks prior to the change, the original Reservation Advance Deposit will be forfeited.

If the reservation is canceled after full payment is made, and the reserved time is rebooked for another event, 50% of the amount received will be refunded. If another event is not booked for that time, the full amount will be forfeited.

Please note that Mekane Rama Gabriel Church reserves the right to cancel and terminate any event at any time for any undisclosed reason. If such cancellation occurs and it is not caused due to fault of the Responsible Party, Rama Gabriel Church will refund all payments made by the Responsible Party.

2.4. Damage Deposit and Agreement:

Damage Deposit:-

I/we agree to pay Mekane Rama Gabriel Church a \$200 damage deposit on or before (Date, one week before event) _____ for use of the facility at the above date and time. The deposit will be refunded on or before (Date, one week after event) _____

_____ if the Rules and Regulations, policies and procedures have been observed.

Agreement:-

I/we have read and agreed to abide by the Rules and Regulations, policies and procedures of Mekane Rama Gabriel Church. Mekane Rama Gabriel Church reserves the right to cancel and terminate any event at any time if the use of the facility and/or the conduct of guests or outside service personnel violates these Rules and Regulations, policies and /or procedures. In the event of a cancellation under such circumstances, all or part of the damage deposit will be forfeited.

Today's Date _____

Print Name of Responsible Party _____

2.5. Method of Payment:

_____ Cash

_____ Check or money order # _____

VISA, MasterCard or American Express (circle one)

Name as it appears on card _____

Expiration date _____

Date _____

Signature _____

Print Name of Responsible Party _____

We appreciate your choosing Mekane Rama Gabriel Hall and we look forward to being a part of your special day.

3. RULES AND REGULATIONS:

In order to preserve the public trust and to insure the safety of the collection the following rules and regulations must be strictly enforced.

1. Beverages: The Renting Party is allowed to serve Ethiopian beverages such as *Tela, Tij, Birz, Filter, etc.* But, the amount of consumption needs to be limited to adhere to our church teachings. Beverages may not be consumed anywhere outside the rental space, no alcohol may be consumed in the parking lot.
2. Music: Renting Party can play proper (not derogatory) songs. Any music must promptly cease at 11:00 P.M. Excessive noise from the Renting Party's event is not permitted. It is the sole responsibility of the Renting Party to control the sound level of its event, including, but not limited to, sound from music, audio/visual systems, and guests of the Renting Party. Failure to control the noise level may result in the closing of the Renting Party's event. If Police is called out, the event may be ended and the renting party will be responsible for any fees.
3. Smoking: Smoking is strictly prohibited in the church compound (including the restrooms).
4. Decorations: All Decorations must meet City of San Jose fire codes. Decorations are permitted in the Hall provided they are placed on the floor or on the tables. Lightweight decorations may be attached to the walls, columns and ceilings only by tapes provided by the church, as some tapes are known to leave permanent marks when removed. No open flames other than Candle-With-Glass-Holder are permitted inside the Hall at any time. For safety reasons, renting party is not allowed to have power cords across the floor.

No Church displays shall be moved or changed.

5. Responsible party must be onsite throughout the event and be responsible for:
 - a. Assigning a licensed security guard to be on site during the event in case an argument, a dispute, a fight, etc takes place during the event. This is required only if the expected Number of Adult Guests is more than 120.
 - b. Clearing broken items from the floor immediately to avoid subsequent damages on event participants
 - c. Assigning parking attendant(s) to avoid accidents during parking and pulling out
 - d. Monitoring the proper and economical usage of water and electricity; inappropriate usage shall cost the Renting Party an additional money based on utility charging rates
 - e. Assuring event ends at specified time in the contract; otherwise, pay 1.5 (one and half) time the hourly rate for each additional hour.
 - f. Making sure that renting party uses only the facility rented and common areas reasonably required to obtain access to the rest rooms.

6. Rental Chairs, Tables and Other Equipment: Prior to the Rental Period, the Church must approve the Renting Party's use of any chairs, tables, or other equipment other than those already in the Hall. The Renting Party must remove any such additional chairs, tables, or other equipment at the end of the Rental Period.
7. Minors: For all events where minors under age 18 are present, a ratio of at least 1 adult to 6 minors must be adhered to at all time.
8. Cleaning of Hall: The Renting Party is responsible to clean the Hall and restore the Hall cleanness to condition prior the event, otherwise the Renting Party will be charged additional \$50.00 to cover a cleaning service.
9. Damage: The Renting Party is responsible, and upon demand shall pay the Church, for any and all damage to the Hall that arises from or is related to the Renting Party's rental of the Hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, coat closet, or any other property or asset owned by the Church.
10. Use of Hall Kitchen: If the Renting Party uses the Hall Kitchen, it shall:
 - a. Remove all boxes, food and trash from the Hall Kitchen at the end of the Rental Period;
 - b. Clean all counters and surface work areas in the Hall Kitchen, including any food spilled in the food warmer or refrigerator;
 - c. Sweep the Hall Kitchen floor;
 - d. Don't put any grease, lettuce, celery, coffee grounds corks or metal objects in the garbage disposal;
 - e. Turn off all appliances at the end of the Rental Period;
 - f. Remove all dishes, glasses, silverware, linens, and other material equipment rented by the Renting Party at the end of the Rental Period;
 - g. Not use any Church pots, pans, any other cooking utensils, the Hall Kitchen coffee machines or any equipment or material stored in Hall Kitchen cabinets or storage areas unless rented; and
 - h. Have present in the Hall Kitchen a lead food handler
11. Acceptance of Premises: The Renting Party agrees that it has inspected the Hall and its equipment and that the same are in proper condition for the Renting Party's use during the Rental Period.
12. Food and Drink: No food or drink anywhere in the building except in the reception hall and kitchen.
13. The renting party acknowledges receipt of the Rules and Regulations.
Initial _____