



The Unitarian Society of Santa Barbara

Rev. Julia Hamilton, Associate Minister
Erin Wilson, Director of Administration
Joanie Bear, Facility Events Coordinator

Facility Rental Agreement For The [REDACTED] Wedding & Reception on December 10, 2024

Thank you for choosing to have your Wedding & Reception at the Unitarian Society of Santa Barbara. We hope that your event will meet with your personal wishes and we will do everything in our power to help you make that happen. Please read this agreement thoroughly, and understand our need to notify all users of our safety, maintenance and financial requirements. Our buildings are tremendously valuable and with your help we can preserve them for others to enjoy as well.

- 1) This agreement is for the Wedding & Reception of the [REDACTED] wedding party (RENTER) which is to be held at the Unitarian Society of Santa Barbara (USSB). The wedding party has arranged to use the following rooms, for up to 75 guests, within the time frames shown below.
- 2) **Rehearsal:** The Sanctuary will be made available for your Rehearsal on December 8th, 2024 from 6:00 PM to 7:00 PM.
- 3) **Wedding: On December 10th, 2024**, you will have the use of the following room(s), with deliveries and setup to begin no earlier than 12:00 PM and with the event ending no later than 10:00 PM. (Your vendors will have one additional hour to pack up and vacate the facility after the event ends.)

Sanctuary
Parish Kitchen

Parish Hall
Workroom

Parish Courtyard

- 4) Thank you for the payment of your non-refundable Reservation Fee. We can now hold your Reservation an week but we need you to **sign this agreement and return it to us by January 30, 2023** in order to finalize your Reservation.
- 5) **The Total Fee for this Booking is: \$ [REDACTED], of which [REDACTED] has been received.** The Booking Fee includes any packages that are shown to be included in Paragraph 8 below.
- 6) **The remaining balance of \$ [REDACTED] must be paid in full by September 30, 2023**, in order for your Reservation to stay on our calendar.
- 7) **A refundable Cleaning/Security Deposit of \$1,000.00 must be paid in full by November 15, 2023.** Deposits will be refunded and mailed to you within 4 weeks after your event, minus any charges we may have to levy due to excessive cleaning, damage, or over use. Please contact us if you haven't received your deposit within this time frame.
- 8) **Here is a summary of your Booking Fee:**

a. Facility Rental:	\$ [REDACTED]	
b. Table and Chair Rental Package:	[REDACTED]	<i>(includes setup and takedown; but not linens)</i>
c. Palm Courtyard Lighting Package:	\$ [REDACTED]	
d. ALL INCLUSIVE PCKG	[REDACTED]	<i>(Includes Items B & C, plus Parish Hall Market Lights, <u>Piano</u> and 6 Cocktail Tables)</i>
e. 25% Discount for Package Deal	\$-381.25	
f. TOTAL	[REDACTED]	

- 9) **If you are having your Reception here at USSB, we have two Requirements:**
 - a. **The Wedding Party must purchase a \$1 million dollar liability policy, naming the Unitarian Society of Santa Barbara as an additionally insured party for the day of the event.** This policy must be furnished to USSB at least 60 days prior to your wedding or else your event may be cancelled. You can usually purchase this policy through your homeowners or auto insurance company, but you could also purchase this type of policy through wedding insurance companies like www.Wedsafe.com.

- b. We require the use of a Wedding Coordinator, or at the very least, a "Day-Of" Coordinator. This person does not need to be a professional Coordinator, but we will need you to provide us with this person's name and contact information at least 60 days prior to your wedding date. This person will be your representative on the day of your wedding, overseeing your setup, which will greatly enhance our joint ability to overcome any unforeseen obstacles. This person will also be responsible to work with your vendors on the day of your wedding, ensuring things go as you have planned.
- 10) The wedding party and their vendors may use this space only during the above times, which already includes time for preparation and take down. All flower arranging, clothes changing, picture taking, and reception setup and take down must take place during these hours. USSB personnel do not assist the wedding party with unloading, setting up, taking down, cleaning or moving out unless specifically contracted to do so. The wedding party is responsible and liable for all actions and rule infractions of their vendors and their guests.
- 11) Your Caterer and Party Rental Company must be chosen from our Approved Vendors list - or - approved by the Unitarian Society of Santa Barbara at least 3 months prior to your event. Therefore, we need you to furnish us with the names and confirmed contact information of any Caterer or Party Rental Company not on our list as soon as possible. Regarding all other vendors you will be using, such as florists, DJs, photographers, and all others – we need to get from you their names and contact information at least 30 days prior to your wedding.
- 12) Our kitchen is available for use by a licensed and insured caterer only. Self-catering is not allowed. In addition, USSB requires that a licensed Caterer be licensed to serve alcohol or provide or sub-contract a bartender for any event serving alcohol. Please note that you are ultimately responsible for any damages or other impacts caused by the vendors you hire.

GENERAL TERMS & CONDITIONS

- 13) Please note that the seating capacity of the Sanctuary is 285. The seating capacity of Parish Hall is 130 and the dining capacity is 100, Parish Hall Courtyard can seat up to 200. We ask you to keep us posted as to any significant changes to your expected guest count, and please know that if you exceed these limits, you will run the risk of the Fire Department shutting down your wedding.
- 14) Our Workroom is available to the wedding party as a changing room.
- 15) Please provide us with the name and phone number of your chosen Officiant as soon as possible.
- 16) To prevent water damage to the Parish Hall floor from ice chests etc., please serve all cold drinks outside on the brick area.
- 17) I understand that the use of glitter, confetti, rice, birdseed, real rose petals or any other items cannot be used or throw at my event, unless prior written permission is given. (Blowing bubbles is permitted in outdoor areas.)
- 18) Children under 16 must be supervised at all times.
- 19) **The person signing this agreement for the Popescu wedding party MUST INITIAL EACH OF THE FOLLOWING:**
- _____ I have read the USSB Rental Policies and Room Use Guidelines (available at www.ussb.org/guidelines) and am familiar with its contents and understand my responsibilities, including my responsibility for the actions of any vendors I hire.
- _____ I have read the Facility Information & Rental Fees document (available at www.ussb.org/weddings) and am familiar with its contents, including USSB's cancellation policies, and understand my responsibilities.
- _____ I am aware that this agreement covers the use of the facility spaces only (unless other services are included above) and that it is up to me to make separate arrangements for the minister, musicians, food, beverages, decorations, party rentals and any and all our other event needs.
- _____ I am aware that there is no food or drink allowed in the sanctuary, and there is no smoking allowed on the Unitarian Society property indoors or outdoors.
- _____ I am aware that ABSOLUTELY NOTHING may be placed on either the organ or the piano without prior written permission.
- _____ I am aware that I must notify the USSB immediately of any injuries or accidents.
- _____ If having a Reception here, I will provide USSB with a \$1 million dollar liability policy and will be using a Wedding Coordinator.
- 20) SITE USE: The Site is rented in an AS-IS, with all faults condition, including landscaping/potted plants which may change according to circumstances beyond USSB's control.
- a. Animals are prohibited, except with advanced written notice (Service Dogs are allowed.)
 - b. Sitting, standing or placing objects (i.e. flowers, decorations, candles) in or on fountains is prohibited, unless specifically approved in writing.
 - c. Any refuse generated must be collected and deposited in dumpsters/recycle bins. Any refuse not accommodated by dumpster/recycle bins must be removed from Site by Renter. Cooking grease/oils must be removed from Site by caterer/Renter.
 - d. Renter/Event shall not interfere with the operations of USSB.
- 21) INDEMNITY, HOLD HARMLESS AND DEFEND: Renter agrees to indemnify USSB, its officers, agents and employees, and to hold them harmless from all liability, claim and loss for personal injury (including death) and property damage arising out of or connected in
- 1535 SANTA BARBARA ST. • SANTA BARBARA, CA 93101 • TEL (805) 965-4583 • FAX (805) 965-6273 •
USSB@USSB.ORG

any way with Renter's Event, including Renter's and/or Renter's guests' and/or Renter's contractors/vendors (or their subcontractors) use of any portion of USSB Site. Renter agrees to repair, replace or pay USSB for any damage or loss USSB may sustain in connection with Renter's Event.

Renter agrees to indemnify, save harmless and defend USSB from and against any and all liability, claims, costs and expenses (including reasonable attorneys' fees and court costs) which USSB may incur or pay as a result of death or injury to any person, destruction or damage to any property, or violation of any law, regulation or order of a court of law or governmental entity which arises out of Renter's Event, including but not limited to a breach of this Agreement or the negligent or willful act or omission of Renter, and/or Renter's guests, employees, agents or vendors/contractors (or their subcontractors).

- 22) **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon the successors and assigns of each of the parties hereto.
- 23) **APPLICABLE LAW, JURISDICTION AND VENUE:** This agreement shall be deemed to have been entered into in Santa Barbara, Santa Barbara County, California, USA, and shall be the forum for any dispute which may arise out of or be in any way connected with this Agreement. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Should any party engage an attorney to enforce any part of this Agreement, the prevailing party shall be entitled to all costs and reasonable attorney fees, whether or not a lawsuit is brought.
- 24) **ENTIRE AGREEMENT AND SEVERABILITY:** This Agreement contains the entire understanding of the parties concerning the subject matter, and there are no oral or written promises or representations upon which either party is relying except as expressly set forth in this Agreement. This Agreement may not be modified except in writing signed by the parties to be bond IN WITNESS WHEREOF, the signors below certifies that he/she has read this Agreement and understands fully the terms and conditions stated herein, and that he/she has the authority to bind the person/entity on whose behalf he/she is signing.
- 25) The person signing this agreement for the Popescu wedding party will be the contact person for all communications with the Unitarian Society of Santa Barbara.

Dated: _____

Dated: _____

Signature of Room User

USSB Authorized Representative

Print Name

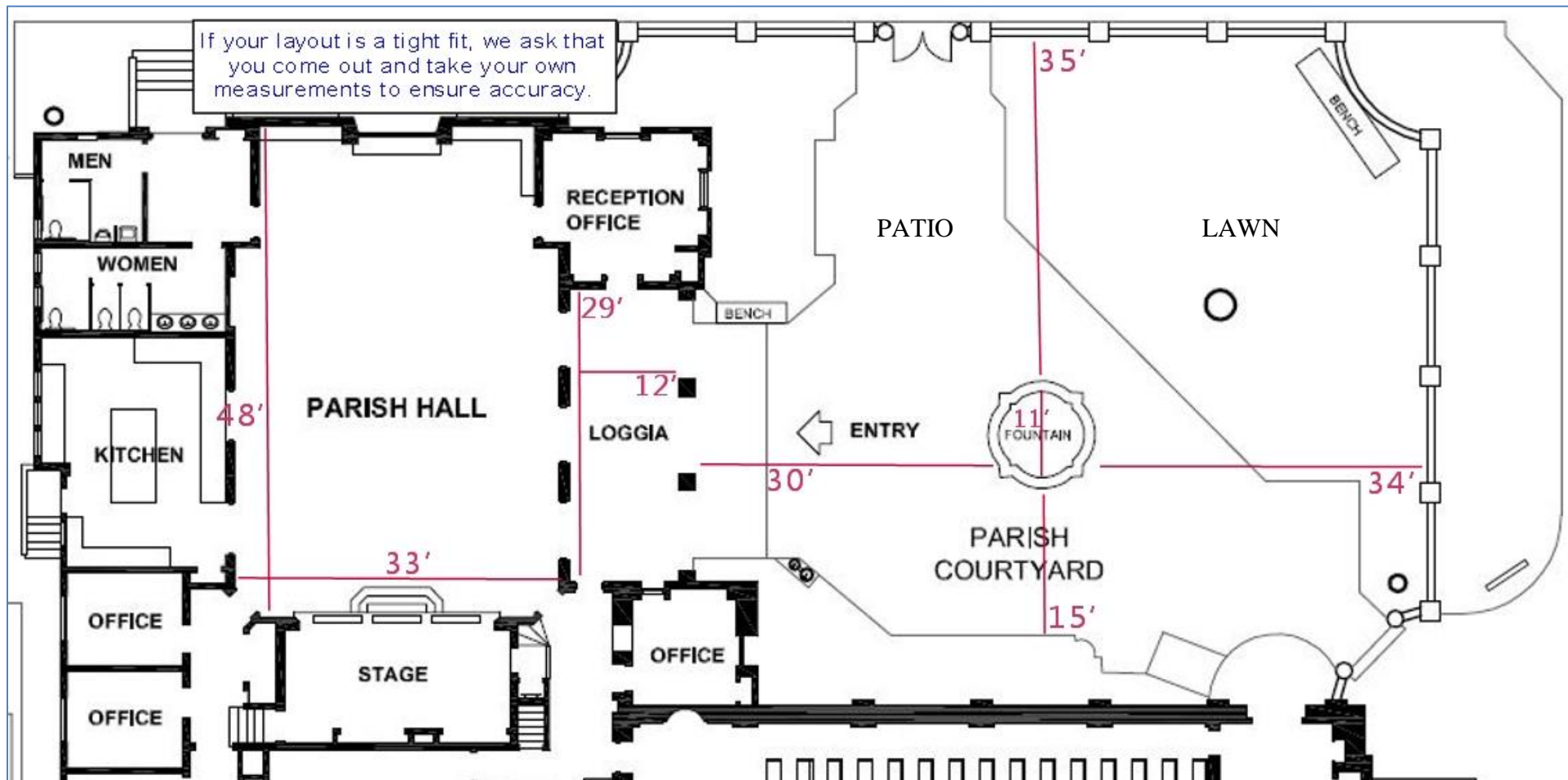
Joanie Bear / Facility and Events Coordinator
805-965-4583 x223 / facilities@ussb.org

To insure a smooth and correct setup for your Reception, please use this form to create a layout of where you will be placing items, such as tables, bars, buffet tables, gift tables, the DJ, a BBQ, photo booths, etc., etc..

Please get this completed diagram to us at least 2 weeks prior to your Reception.

If we detect any possible problems, we will notify you immediately in order to give all parties time to make any necessary adjustments.

Thank you very much!



Please Note: Our maximum capacity outdoors is 200 guests; with 12 round tables on the Patio and 8 more tables on the lawn. The maximum capacity indoors is 110 guests; using 11 tables. This however leaves no room for a dance floor. Please let us know if you have any questions at all.