



## RENTAL AGREEMENT

522 Central Avenue, Pacific Grove, CA 93950-2749

Phone: 831-372-1942 Coleen Gsell, Executive Director

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TODAY'S DATE: \_\_\_\_\_

TYPE OF RENTAL (CIRCLE ONE): COMMUNITY SERVICE, RETREAT, WORKSHOP, CLASS,  
CONCERT, PARTY, WEDDING, MEMORIAL, BABY BLESSING, OTHER: \_\_\_\_\_

NAME/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

CURRENT MEMBER OF CSA: Yes / No DAY OF CONTACT: \_\_\_\_\_

EVENT NAME / TYPE: \_\_\_\_\_

REQUESTED EVENT DATE(S): \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

ROOM(S) RENTED: \_\_\_\_\_

ESTIMATED # OF GUEST(S): ADULTS: \_\_\_\_\_ YOUTH: \_\_\_\_\_ TOTAL: \_\_\_\_\_

IS THE EVENT OPEN TO THE PUBLIC: Yes / No

DO YOU ANTICIPATE THE BEING AN ONGOING EVENT: Yes / No

DAYS of WEEK/DATE OF THE MONTH: \_\_\_\_\_

ADMISSION: Yes / No COST OF ADMISSION: Adults \_\_\_\_\_ Youth \_\_\_\_\_

FOOD SERVED: Yes / No CATERER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REFRESHMENTS SERVED: Yes / No

IF YES, WHAT KIND: \_\_\_\_\_

ALCOHOL SERVED: Yes / No ALCOHOL BEING SOLD: Yes / No

(If alcohol is being sold ABC license required.) IF YES, WHAT KIND? \_\_\_\_\_

ACTIVITIES TO TAKE PLACE DURING EVENT: \_\_\_\_\_

DECORATIONS TO BE USED DURING THE EVENT: Yes / No

IF YES, PLEASE SPECIFY WHAT AND WHERE: \_\_\_\_\_

ITEMS BEING SOLD AT EVENT: \_\_\_\_\_

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YOUR CSA CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SPECIAL NOTES: \_\_\_\_\_

**CSA BUILDING REPRESENTATIVE CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA SPECIAL EVENT ASSISTANT CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA LIVE PIANO CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA LIVE DJ CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA MINISTERAL CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA AV PACKAGE CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA VIDEO RECORDING CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA SOCIAL MEDIA CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Yes / No **CSA MARKETING CONTACT PERSON:** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## RENTAL RATES

| <b>RENTAL SPACES</b><br>(Includes Rental Space, as well as full Garden Access, In-house Table & Chair Set-up & Take Down, and an on-site CSA Building Representative)  | <b>HOURLY RATE</b> |
|--|--------------------|
| <b>Small Meditation Room</b>   | \$25               |
| <b>Outer Meditation Area Only</b> (Seats 8)  | \$45               |
| <b>Children's Downstairs Area Only</b>   | \$45               |
| <b>The Mindshop</b>  | \$45               |
| <b>Community Room</b><br>Community Room: 920 square-foot<br>Accommodates: 80 seated, Number of chairs: see below<br>Number of tables: 20 – 6 foot<br>Easy access to the Kitchen<br><i>TV Monitor: 1 Sony Bravia 42-inch HD flat screen</i><br><i>DVD Player: Blu-Ray</i><br><i>Sound System: Small JBL</i>   | \$80               |
| <b>Sanctuary-Memorials &amp; Private Events</b><br>Sanctuary: 1,714 square-foot<br>Accommodates: 180 -190 seated, Number of chairs: 200<br>Stage area: 168 square-foot<br>One microphone plexi-glass podium<br>Grand piano: Mason & Hamlin 6-ft Grand<br><i>TV Monitors: 2 Panasonic 50-inch HD flat screens</i><br><i>Microphones: 3 Shure SM-58, 2 Shure SM-57, 1 Shure lapel mic, 1 Shure SLX4 wireless handset, and others</i><br><i>Sound Speakers: 4 JBL 12-inch house speakers, 2 10" floor monitors</i><br><i>Sound Mixer: Allen &amp; Heath ZED22FX</i><br><i>Cassette Player: HX PRO DN-780R</i><br><i>CD/ DVD Player: Sony DVP-NC85H</i><br><i>Computer: 15-inch PC</i> | \$130              |
| <b>Sanctuary-Weddings and Public/Corporate Events</b>  | Negotiated         |
| <b>Kitchen Access for Catering</b><br>Small food prep area<br>Refrigerator, Freezer, Microwave, Dishwasher & Sink, Warming Oven<br>Coffee & teapots<br>Snack serving trays<br>Restrooms: 3   | \$30               |
| <b>SECURITY DEPOSIT 20% of the Total Invoice</b> , refunded if no damages  |                    |

| <b>ADDITIONAL ITEMS AND PACKAGES</b>   | <b>RENTAL RATES</b> |
|--|---------------------|
| <b>Host Liquor License</b> (Required if selling Alcohol)   | \$45 flat fee       |
| <b>Cleaning Fee</b> (Required if more than 50 people are eating)   | \$250 flat fee      |
|  |                     |
| <b>CSA Special Event Assistant</b> (Includes a dedicated on-site CSA Special Event Assistant for you and your event.)  | \$30 per hour       |
|  |                     |
| <b>Live Piano Package</b> (Includes an accomplished Piano Player to play for your Memorial or Special Event in the Sanctuary)  | \$140 flat fee      |
| <b>Live DJ Package</b> (Includes an expert DJ to play music for your Memorial or Special Event in the Community Room or Sanctuary)   | \$140 flat fee      |
| <b>Minister Package</b> (Includes an Ordained Minister to officiate your Memorial or Special Event in the Community Room or Sanctuary)   | \$300 flat fee      |
| <b>Wedding Packages</b>  | Negotiated          |
|  |                     |
| <b>Audio Visual Package</b> (Includes AV Manager, Microphones, Lights, Podium Placement, and we will play your prerecorded music and slide shows in PowerPoint that you create for your Memorial or Special Event) | \$30 per hour       |
| <b>Recording Package</b> (Includes Experienced Tech Person to record your Memorial or Special Event in Community Room or Sanctuary, and you will receive 2 copies)   | \$140 flat fee      |
|  |                     |
| <b>Basic Social Media Package</b> (Includes sharing your custom designed in-house flyer shared once via Mail Chimp and on our CSA Facebook Page)   | \$80 flat fee       |
| <b>VIP Social Media Package</b> (Includes sharing your custom designed in-house flyer shared twice via Mail Chimp and our CSA Facebook Page)   | \$140 flat fee      |
| <b>Marketing Package</b> (Includes a custom designed in-house flyer for your Memorial or Special Event, with two edits.)   | \$80 flat fee       |
|  |                     |

# RENTAL AGREEMENT

## **RENTAL AGREEMENT:**

The use of the Center for Spiritual Awakening, hereafter called CSA, where the space is subject to availability. In general, CSA spaces may be used for public or private events when the occasion is approved by the Executive Director of CSA. Before entering into this Agreement, Client shall have completed and signed the Rental Agreement for the reservation of the use. For an event to be guaranteed, CSA must receive a security deposit of at least fifty percent (50%) of the invoice total at least five days after this Agreement is entered. The remainder of any rental fee is required at the time of the event.

## **SECURITY DEPOSIT:**

A security deposit of 20 percent (20%) of the invoice total is required. All portions of the Security Deposit will be taken from the remainder of the invoice total if there are no damages to furnishings, floors, walls, extra cleanup, landscaping, refusal to vacate premises at established ending time, or other unusual costs incurred. Renters are responsible for guests' conduct and/or damages and will be billed for any costs not covered by the Security Deposit. Payment for fees, damages, costs or expenses incurred by CSA in excess of the Security Deposit is due in full, ten (10) calendar days after billing date. The refunded security check will be mailed to the point of contact with in (3) three business days of the event. Any damage that exceeds the security deposit amount will be billed with in (3) three business days following the event. This bill is due within ten (10) calendar days after billing date. Unpaid bills will increase by 10% each week if they remain unpaid.

## **CANCELLATIONS:**

Cancellations must be made at least fifteen (15) calendar days in advance from room rental date to receive full refund amount, minus processing fees. Refunds will not be made for room rental cancellations made less than fifteen (15) calendar days in advance from room rental date. Full facility rentals cancellations must be made at least thirty (30) calendar days in advance from rental date to receive full refund amount. Refunds will not be made for full rental cancellations made less than thirty (30) calendar days in advance from rental date. All cancellations must be made in writing with dated signatures from the Client and CSA to receive a refund with in the time allotted.

## **TABLES AND CHAIRS:**

CSA will put the requested number of tables and chairs in the appropriate rooms before the noted set-up time. All requests for tables and chairs must be done (2) two weeks prior to event date. Tables and chairs are subject to availability. No additional items, such as third-party rental tables and chairs may be placed on floors without consent from CSA. All items placed on the floors must have appropriate anti-skid protection padding. Any damage done to the floors will result in a partial or full loss of security deposit.

## **CLEAN UP:**

It is the Client's responsibility to clean and clear the spaces. Clients have up to 60 minutes following the end of their rental time to clear and clean the spaces used. Clients may choose to opt out of cleaning by paying the \$250 cleaning fee, this does not include the clearing of items on surfaces. Full facility rentals and/or events with more than 50 guests eating are required to pay the cleaning fee. The cleaning fee may be refunded if the areas are thoroughly cleaned by the client within the time allotted. All items on any surfaces must be cleared and put in the appropriate receptacles. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in

the appropriate receptacles provided. Anything left behind will be thrown away. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located through the side door of the kitchen. CSA will provide trash liners if needed. All decorations must be taken down and removed from the facility. Any liquid or food spills must be cleaned immediately and may result in loss of partial or full security deposit. Client is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, refrigerators, sinks and floors. If stains are left on the carpet that were not noted as existing prior to the rental, the renter will be billed \$250 for a carpet cleaning. This bill is due within ten (10) calendar days after billing date.

**FOOD AND DRINK:**

All food must be prepared by, brought onto the premises, and served by Client or a caterer that is designated by the Client. Client or their caterer shall coordinate with CSA two (2) days in advance in order to confirm catering staff arrival time. Full facility rentals and/or rentals with 50 or more guests eating must pay the \$250 cleaning fee. The cleaning fee may be refunded if the areas are thoroughly cleaned by the client with in the time allotted. Clients have up to 60 minutes prior to event time and 60 minutes following the noted ending time to clean and clear the spaces. If more time is needed for set up or clean up, it must be arranged with CSA on paper one (1) week prior to the event. Catering may come 60 minutes prior to the event start time, unless otherwise negotiated with the Executive Director. ***There is NO Food or Drinks, except Water, allowed in the Sanctuary at any time.***

**KITCHEN:**

Kitchen usage is limited to preparation only, as there are no resources in the kitchen or on the premises for cooking. This means that food may be assembled, and perishables and beverages may be chilled in the refrigerator and freezer. The refrigerator, freezer, and warming oven must be thoroughly cleaned after use. All use of the kitchen must be noted in the Rental Agreement.

**FIRE AND SAFETY:**

In case of an emergency, there are emergency exits marked by LED signs within the building. There are 10 (ten) fire extinguishers located throughout the building. Please locate the fire extinguisher(s) within the building.

**ALCOHOL:**

CSA shall abide by all laws of the State of California concerning the use and serving of alcohol. Each Client wishing to have alcohol at their event must abide by the following regulations regarding alcohol use on CSA premises. Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. In the case of monetary exchange for alcohol, a licensed caterer is required. Please note that the caterer's insurance only covers the alcoholic beverages, not CSA. Necessary licenses to serve or sell alcohol will be obtained. Any group who sells alcohol, or charges an admission fee and serves alcohol, must obtain a temporary liquor license from the State of California Alcoholic Beverage Control Board. A copy of the license must be on file with CSA, ten (10) business days prior to event. Proof of Age will be required for anyone appearing to be 30 years of age or younger. Age identification must include date of birth, physical description, and photograph. Servers will confirm that the I.D. is that of the presenter. No alcoholic beverages may be brought into or taken out of the event by guests or participants.

**SPECIAL EQUIPMENT:**

It is the Client's responsibility to schedule CSA Staff to assist you with setting up any special equipment. Request must be done (2) two weeks prior to the event. CSA Staff are subject to availability. CSA is not liable for any damages resulting from the use of our equipment.

**DECORATIONS:**

The client has 60 minutes prior to noted event start time to decorate. They may ask the CSA for more time, but it must be put in writing and signed one (1) week prior to the event and is subject to availability. Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Masking tape, painters' tape, and zip ties are permitted but must be removed at the conclusion of the event. Battery operated candles only. No flames are to be lit in the building without consent. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited inside and outside the facility. No rice, birdseed, or other similar items shall be thrown in or around the Facility. No items, such as additional tables and chairs may be placed on the hardwood floors without consent from CSA. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, Client must consult with CSA. Failure to do this may result in damages and/or excessive wear and tear and loss of security deposit.

**SOUND BOOTH/AUDIO VISUAL:**

The sound booth and all audio/visual equipment is available for rental by selecting the AV PACKAGE listed above, and therefore booking the AV Manager to run the equipment. In addition, the AV Manager will play your pre-recorded music and run your Microsoft PowerPoint Slide Show from the sound/technology booth for your event. The PowerPoint Slide Show must be formatted using a Custom format of twenty-six point six-seven (26.67) inches wide and fifteen (15) inches high and saved on a flash drive and brought to the AV Manager at least two hours prior to the event. The sound/technology booth is off limits to the client, an additional \$250 AV fee will be added to the final invoice if the sound/technology booth was used by anyone other than CSA Staff.

**OUTSIDE SALES:**

The client is not permitted to sell any items on the premises of CSA without the prior authorization of CSA's Executive Director. Therefore, all book sales, bake sales, CD sales, or other merchandise etc., must be approved by the Executive Director. Client must collect, pay, and be responsible for all applicable sales tax.

**ARBITRATION:**

Any dispute, controversy, or claim arising out of, in connection with, or relating to the performance of this agreement or its termination shall be settled by arbitration in the State of California, pursuant to the rules by the American Arbitration Association. Any award shall be final, binding and conclusive upon the parties and a judgment rendered thereon may be entered in any court having jurisdiction thereof.

By signing below, User acknowledges that he/she/they have read and agrees to all above terms and conditions.

CLIENT

\_\_\_\_\_  
Signature

PRINT NAME  
\_\_\_\_\_

DATE: \_\_\_\_\_

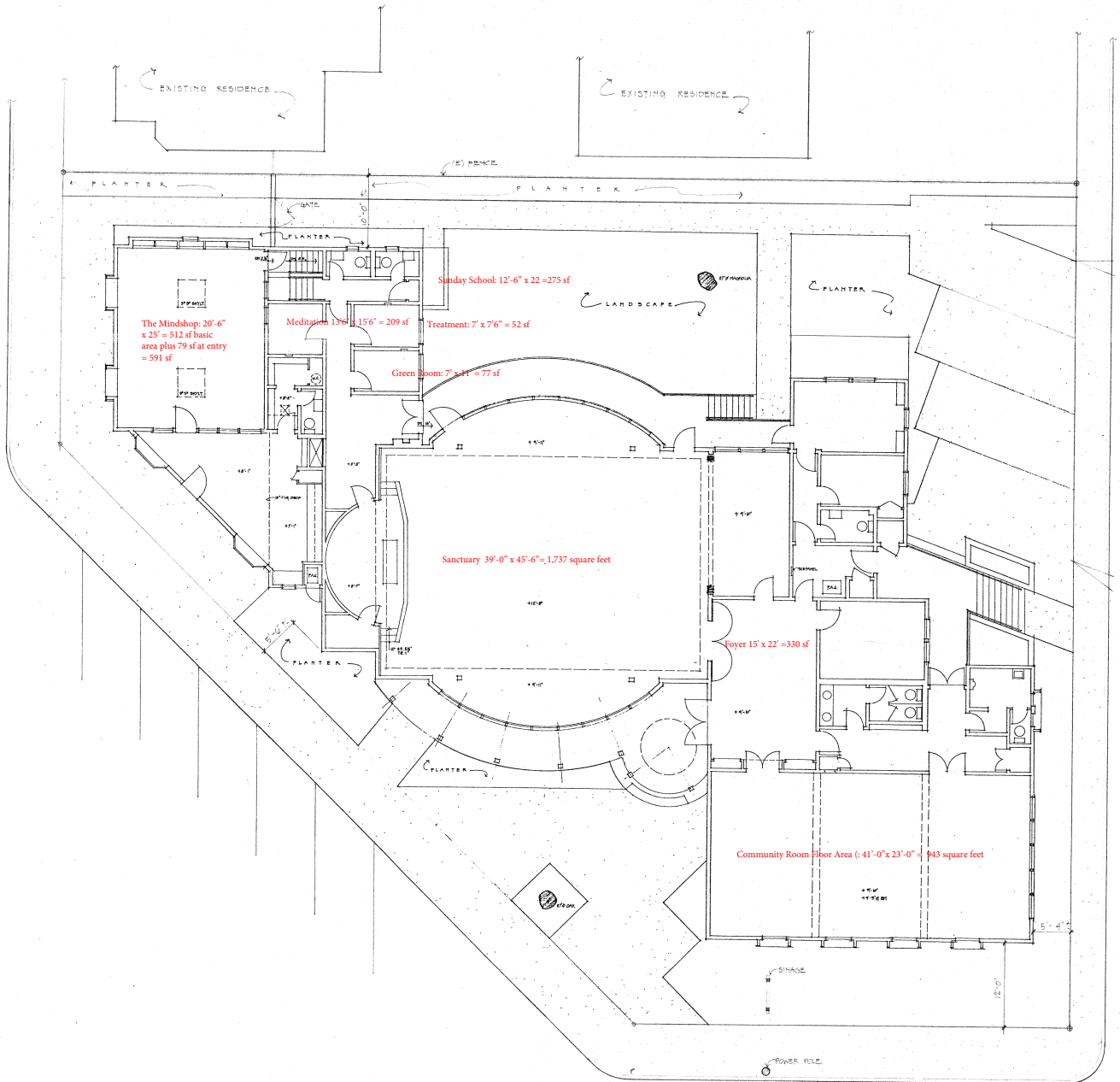
CSA EXECUTIVE DIRECTOR

\_\_\_\_\_  
Signature

PRINT NAME  
\_\_\_\_\_

DATE: \_\_\_\_\_

# BUILDING DIAGRAM/FLOOR PLAN





# RENTAL INVOICE # \_\_\_\_\_

NAME OF ORGANIZATION/PERSON:

DATES:

TIMES:

EVENT RENTAL SPACE SUBTOTAL:

20% SECURITY DEPOSIT:

ADDITIONAL SERVICES 1:

ADDITIONAL SERVICES 2:

ADDITIONAL SERVICES 3:

SPECIAL NOTES:

**TOTAL:**

Please write your check to:  
CENTER FOR SPIRITUAL AWAKENING (or CSA)  
522 Central Avenue  
Pacific Grove, CA 93950-2749

CONTACT: Coleen Gsell  
CELL PHONE:(831)233-4550  
EMAIL: [thecsa.info@gmail.com](mailto:thecsa.info@gmail.com)

