

## RENTAL INFORMATION for CCC

### CAPACITY

To avoid overcrowding of our limited space and to avoid noise and parking conflicts in the neighborhood, we have set a limit of 75 participants for any event other than weddings, memorial services and church-sponsored activities.

### SPACE AND FEE SCHEDULE

The spaces available for rental are:

- **Memorial services:** Contact the church office for information and rates.
- **Seminar Room:** This room provides the most intimate setting. It can accommodate up to 60 persons. No food or drinks are allowed in this room. Facilities fee: \$350 for up to 4 hours – \$70 for each additional hour over 4.
- **Seminar Room with kitchen and Fireside Room:** If you wish to rent space to include areas for food and/or beverage preparation and eating, the kitchen and Fireside Room can be added. Rates are \$425 for up to 4 hours with additional hours at \$70 per hour.
- **Sanctuary & Fireside Room with no use of kitchen:** This area seats 120-150 persons. Facilities fee: \$350 for up to 4 hours – \$70 for each additional hour over 4.
- **Sanctuary & Fireside Room with kitchen use:** Facilities fee: \$425 for up to 4 hours – \$70 for each additional hour over 4.
- **If your event exceeds 75 in attendance, CCC will provide an event manager. There is an additional \$25/hour charge for this service, and the number of hours will be set by CCC.**

### PARKING CAPACITY and SHUTTLE SERVICE

Our parking lot and nearby street parking can accommodate 32 cars. Please encourage carpooling. **Be aware that cars parked illegally (not in designated spaces or blocking fire hydrants) will be ticketed and/or towed by the Tiburon Police Department. Also, please remind event attendees to curb their wheels as the Police Department may ticket cars without curbed wheels.** If attendance at your event is expected to exceed 75 participants, van shuttle service (to nearby parking areas) is required at your expense. The Office Manager can suggest how this can best be handled – either by you providing your own shuttles to parking at the bottom of Rock Hill Drive or if the event is of a certain size, to off-hill parking lots. Our Office Manager will refer you to a shuttle service for off-hill parking lots. It is your responsibility to inform your participants about the parking arrangements and provide the Office Manager with the written arrangements. CCC will provide temporary signage at the top and bottom of the hill directing guests to the shuttle as well as “Shuttle” signs for the cars acting in this capacity. A map and written directions to CCC are available on our website. Please include this information with your invitations.

### RESERVATION FEE AND PROCESS

To reserve the space, submit to CCC a non-refundable reservation fee of \$50 that will be applied toward the Facilities Fee along with the signed contract and application within 14 days of securing the date and time. This will guarantee your reservation. Until these documents are received, your reservation remains tentative. The rental fee and the full amount of the security deposit are due 30 days before the scheduled date of the event. If the rental fee and security deposit are not received within 30 days of the scheduled event, your reservation is subject to cancellation, and we may rent

the space to others without further notice to you. You will be held financially responsible for any damage to the buildings, grounds or contents. The security deposit will be returned if no damage has occurred and if all other conditions such as no more than the contracted number of guests arrive, no parking irregularities are observed, no neighborhood complaints are received, and cleanup and vacating the premises within the agreed upon time frame has occurred. **The security deposit is \$100.**

### **REFUND POLICY**

If you cancel after the rental date has been secured by paying the deposit, the non-refundable deposit will not be returned. It may be considered a tax-deductible donation to the church.

### **PHONE EMERGENCIES**

The CCC office may not be open during your scheduled events. Please have someone in your party bring a cell phone if you need to be reached during your event or in case of an emergency.

### **HOURS OF USE**

The hours of use for which you will be billed include time for set-up and cleanup. If chairs are moved, they must be returned to the original arrangement after your meeting. If the kitchen is used, it must be cleaned after your event, so that others may use it without further cleaning. **Trash (garbage) and recycling (bottles, cans, clean paper) must be thrown into the correct bins in the kitchen. Black trash bags are available in the kitchen. Garbage and recycling should be carried to the parking lot and deposited in the appropriate bins: recyclables go into the brown bins, and garbage goes into the dumpster in garbage bags. If you mix garbage and recyclables, your security deposit will be withheld. Please pay attention to these terms.**

Evening events must end by 9:30 p.m. so that cleanup can be finished by 10:00 p.m. At that time the building must be clean and secured. Attendees who wish to get together after the event should be advised in advance of an alternate location. Please respect our neighborhood curfew agreement of 10:00 p.m. Our outside lights are programmed to turn off at 10:00 p.m.

### **ALCOHOL, SMOKING AND DRUGS**

Alcohol is not permitted anywhere on the grounds, in the building, or within 300 yards of the facility.

No smoking is permitted in the buildings or on the back deck due to fire danger. Smoking is permitted only in front areas designated by the large sign that says "Smoke Here." You are responsible for ensuring that drugs are not used on church property or in connection with this event.

### **DECORATIONS**

At most times, art will be exhibited on the walls of the sanctuary and possibly elsewhere in the facility. Please respect our exhibitors. The displayed items are formal art exhibits and are not to be moved or touched in any way.

### **MUSIC**

Amplified music is permitted inside the building only, with the front doors to the church closed. A guideline for the selection of music is that it should promote conversation. Loud rock music is not permitted. Amplified music is not allowed outside; only voice amplification is permitted. Musical instruments not requiring amplification (i.e. flutes, harps, guitars, etc.) are permitted outside.