

Central Presbyterian Church Austin

Event Policy

2021

When contracting to hold an event at Central Presbyterian Church, Austin (CPC), the party signing (“Customer”) agrees to the following terms and conditions for its event:

Basic Fee per event:

\$100/hour for Sanctuary only*

\$100/hour for Smoot Fellowship Hall only*

\$150/hour for Sanctuary and Smoot Hall*

– 2-hour minimum charge

Includes (see below for details):

– On-site CPC staff member

– One rehearsal/setup session, up to 2 hours long, during business hours (9am to 5pm, Mon-Fri)

Additional time:

– Event time: \$100/hour*

– Additional Rehearsal/Setup during business hours: \$50/hour*

– Rehearsal/Setup outside business hours: \$100/hour*

Events that charge admission: Additional \$1/ticket

Events that include beer and/or wine: Additional \$50/hour

NOTE: To confirm your reservation, a \$100 deposit must accompany the Event Request form.

* **SXSW Rates:** During the SXSW Music Festival (in 2022, Fri Mar 11 to Sun Mar 20), the Sanctuary and Fellowship Hall are \$150/hour each, or \$200/hour for both. Additional time is \$150/hour. The reservation deposit is \$150. Other charges apply; contact the church office for details.

Booking and Payment

Customer must designate one person as Event Planner on behalf of their organization. All communication regarding special events should occur between the CPC representative and Customer's Event Planner.

An Estimate with these terms and conditions must be signed by Customer's Event Planner and the CPC representative. For ticket-based events, Estimate should include the expected attendance number.

A prepaid Deposit must be made. Deposit is refundable if a cancellation notice is given in writing 14 days prior to the event (can be via email).

If Customer is a 501(c)(3) non-profit, a copy of the 501(c)(3) Tax Designation Letter must be submitted along with Deposit.

Unless otherwise noted on Estimate, the balance is due 14 days prior to the event date.

Catering

Outside catering is permitted; use of the CPC Kitchen is included when renting Smoot Fellowship Hall.

Alcoholic Beverages

With prior approval from CPC, beer and wine are permitted. Spirits shall not be permitted. Food must be served when alcohol is present.

Customer must comply with all Texas Alcoholic Beverage Commission (TABC) requirements. In no event shall Customer be permitted to bring, offer, or serve alcoholic beverages upon the premises without providing CPC with required proof of insurance and TABC license.

Customer must assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired.

The “bartender” shall be TABC certified.

Customer shall pay for at least one TABC certified person to check identification at the door, if required by law for the use of the premises, which cost shall be paid directly by Customer to the provider, or if arranged by CPC, it must be itemized on Estimate.

CPC reserves the right to purchase the beer/wine for the event.

Insurance

If Customer books any of the following types of events, CPC may require, at its sole discretion, that Customer provide a certificate of commercial general liability insurance; details to be specified in the contract:

- Events serving/selling beer and/or wine
- Events anticipating attendance in excess of 125
- Events that are multiple days in duration

Permits / License Fees

Customer shall be responsible for obtaining all necessary governmental permits, licenses and approvals for use of the premises and for paying all required taxes, excise, royalty, copyright, or licensing fees, including but not limited to requirements for alcoholic beverages, music performance, and broadcasting.

Meeting Space

The CPC Facility Staff will set-up rented rooms according to Customer's request. To assure proper staffing, Customer must provide logistics and layout for the room no later than 14 days prior to the event.

Only blue painter's tape is allowed to affix items to the walls. Thumbtacks, pushpins, scotch/masking/or other tape, staples, etc. are not allowed.

To prevent damage to the floors, Customer must not drag tables, chairs, etc. across any floor. If Customer needs help moving items, Customer shall ask for assistance from the CPC staff.

Food and beverages are not permitted in the Sanctuary; the Customer is responsible for monitoring the attendees in this regard.

The piano in the Sanctuary is tuned twice a year. Additional piano tuning, if desired, is the responsibility of Customer, and may only be done by the church's regular tuner, or if not available, by one approved by the Director of Music of CPC. A member of the CPC staff must supervise any movement of the piano.

If Customer's event is booked for common area (non-closed door space), Customer and guests must be respectful of others in the building that may be in or near the common space.

Vendor access must be scheduled and incurs the hourly rate, which will be added to final invoice.

Security

If CPC determines, in consultation with Customer, that special security arrangements are necessary, the cost shall be paid directly by Customer to the provider, or if arranged by CPC, the cost shall be itemized on Estimate.

The person whose name and signature appears below, represents and warrants that they have authority to agree to, and do hereby agree to, the above terms and conditions and attached Estimate on behalf of Customer.

Customer:

Name _____

Signature _____

Title _____

Date _____

Central Presbyterian Church:

Name _____

Signature _____

Title _____

Date _____