

**St. Nicholas Banquet Room Catering Contract**  
**5200 Diamond Heights Blvd., San Francisco, CA 94131**  
**Telephone: (415) 648-5200 Fax (415) 647-0610**

**CHURCH:**

Name: \_\_\_\_\_

Occasion: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Pledged Member: .....\$ \_\_\_\_\_

Non-Pledged Member: .....\$ \_\_\_\_\_

Non-Member: .....\$ \_\_\_\_\_

Receipt #: \_\_\_\_\_ Total: ..... \$ \_\_\_\_\_

Book #: \_\_\_\_\_

\*\*\*\*\*

**HALL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Occasion: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

**Security Deposit: \$1,000.00 is not included with the balance and will be refunded after the event if no damage has occurred. The security deposit is due 1 month prior to the event.**

**\*\*\* The final menu, guests, and full payment are due at least 2 weeks before the event. No Exceptions!**

*I understand that if I do not send in the requested payments/forms on the above dates, the Saint Nicholas Orthodox Church reserves the right to cancel my function.*

\_\_\_\_\_  
Signature of responsible party (and title of applicable)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's date

**\*\*\*\*\* Limits of Liability – Read carefully \*\*\*\*\***

**Attention: the person responsible for the event has to provide a 1-DAY EVENT CERTIFICATE FROM HIS/HER INSURANCE CARRIER.**

This agreement is made on the express condition that Saint Nicholas Church is free from all liability of loss by reason of injury to person, or property, from whatever cause, including, but not limited to the use and/or consumption of alcoholic beverages, while in or on the premises, or in any way connected with the premises or with the improvements or personal property. There in or thereon, including any liability for the injury to the person or property of Saint Nicholas Church, her agents, officers, and employees. User hereby covenant and agrees to, and shall, indemnify Saint Nicholas Church and save her harmless from any and all liability, loss, costs, or obligations on account of, or raising out of any such injury or losses however occurring.

I/we have read the entire agreement, including the rules, regulations, and conditions attached hereto and made part here of, and hereby agree to all the terms herein, and personally bin myself/ourselves to the performance of all such rules, regulations, and conditions.

_____	_____ / _____ / _____
Name of organization (if applicable)	today's date
_____	( _____ )
Signature of responsible party (and title if applicable)	_____
	telephone _____



***THIS AGREEMENT IS NOT BINDING UPON THE SAINT NICHOLAS ANTIOCHIAN ORTHODOX CHURCH UNTIL ACCEPTED IN WRITING BELOW – A SIGNED COPY WILL BE RETURNED TO YOU.***

Now, therefore, in considering of the mutual promises and covenants of the parties herein contained, the SAINTNICHOLAS ORTHODOX CHURCH hereby allows the above schedule and described facilities and services to be used by the above person and or organization at the time and for the purpose as herein mentioned above.

Accepted by the SAINT NICHOLAS ANTIOCHIAN ORTHODOX CHURCH.

By: \_\_\_\_\_  
Agent for the SAINT NICHOLAS ANTIOCHIAN ORTHODOX CHURCH

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***BANQUET HALL POLICIES ARE:***

- We cannot release any liquor bottles at the end of the event. Any remaining bottles can be picked up the following day. Please arrange that with the manager on duty for the pick up time.
- No smoking is allowed in the Atrium or the banquet hall during hours of use.
- No extra food is allowed to be taken from the hall or the kitchen during or after the event.
- No champagne or wine on the tables. They only can be served at the bar.
- Liquor Bar inside the hall can be open only for 3 hours. The person responsible for the event can determine hours of the bar.
- We are not responsible for any item(s) left behind after any event.
- No taping, pinning or making any holes on the Banquet Room Walls.
- If there are any fights or problems we are allowed to close down the bar.
- Items served at the Mini Bar are:

Wine, Champagne, Punch, Water, and Sodas.

**OVERTIME CHARGES:**

- If additional custodial time is needed to meet these requirements. The lessee will be charged overtime.
- Additional hours exceeding 8 hours on day of use will be charged at \$100.00 per hour or any fraction thereof.
- Any additional use of the hall after 12 midnight there will be a charge of \$200 per hour.
  - Any loss or damage to Saint Nicholas Banquet Hall will be deducted from the security deposit.

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SIGNATURE OF LESSEE

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ADDRESS AND PHONE NUMBER

**PLEASE DO NOT ASK FOR EXCEPTIONS TO THE ABOVE – WE CANNOT GRANT THEM.**

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**Community Center Event Schedule**

Event of (name): \_\_\_\_\_ (date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Event begins (times): \_\_\_\_\_ and ends \_\_\_\_\_

\_\_\_\_\_ First arrival  
\_\_\_\_\_ Appetizers & Mini Bar (if requested)  
\_\_\_\_\_ Doors open  
\_\_\_\_\_ Salad  
\_\_\_\_\_ Dinner  
\_\_\_\_\_ 3 hours only Bar  
\_\_\_\_\_ Cake Cutting  
\_\_\_\_\_ 12 midnight Music ends  
\_\_\_\_\_  
\_\_\_\_\_ Last person to depart

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* This signature indicates an agreement to abide with these times as they  
Indicate how the 8 hours will be used \*\*\*

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***During the Event:***

- You will be charged for any extra entrée plates served on the day of the event and if not paid on time, the amount will be deducted out of our deposit.
- You will be charged double price for any table set up the day of the event.

***Appetizers or food:***

- The church is not responsible for any food sickness that is cause by food brought you “the party”.

These items are:

- 1.
- 2.
- 3.

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SIGNATURE OF LESSEE

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ADDRESS AND PHONE NUMBER