

The Brookside Lake Event Center



Welcome.... Our picturesque location located in the Brookside area of Stockton overlooking Brookside Lake makes a wonderful venue for a variety of events. Our facilities are available to host you in this beautiful setting for those special occasions. Our goal is to help you have an enjoyable time while using our building. We consider our building a special place to us; actually, it is much more than that. As such.... We respectfully ask you to please abide by the rules set forth in this agreement.

Best wishes. Happy renting. Please enjoy your time here. We are glad to have you!
The Brookside Lake Event Center



**The Brookside Lake Event Center at
First Congregational Church of Stockton
3409 Brookside Road. Stockton, CA 95219**

www.BrooksideLake.com 209-565-2151 Info@BrooksideLake.com

**The Brookside Lake Event Center
at First Congregational Church of Stockton
Facilities Use Rules, Regulations & Policies**

We welcome you to our facilities, and we ask that you observe the following rules, regulations and policies concerning the use of our building and grounds.

Thank You!

Instructions: *Please read these Facilities Use Rules, Regulations & Policies, indicate your understanding of them and willingness to abide by them by initialing each section and signing on page 6. Please return this form to the Facilities Event Coordinator with your signed Facilities Use Agreement and payment.*

Thank you.

GENERAL RULES

1. The Brookside Lake Event Center will not be held responsible for any damage to property or injury to persons using the facilities. This includes any damage to property or injury to persons while in the parking lot or elsewhere on the grounds.
2. A signed and completed Facilities Use Agreement and security/cleaning deposit of \$300.00 are needed to reserve a date. A reservation is considered tentative until the full deposit is received. All fees must be received at least thirty (30) days prior to the event. No refunds are given on unused rental time.
3. Security/cleaning deposit refunds will not be issued if additional charges are owed (cleaning, damage and/or overtime charges). In the event that additional charges owed are greater than your deposit you are expected to pay those additional charges at the conclusion of your event. As it is not always possible to check every situation completely, we will do our best to do a walk through with you at the conclusion of your event. Your security/cleaning deposit, less any additional charges if incurred and not paid at the conclusion of your event, will be issued within one week following your rental.
4. An insurance policy covering bodily injury and property damage, in the amount of \$1M, naming the "Brookside Lake Event Center" located at 3409 Brookside Rd Stockton CA 95219 as additional named insured is required for all rentals. The event center must have a copy of the endorsement 10 days prior to the event.
5. Cancellations must be made in writing as soon as possible. Cancellations made at least 30 days prior to the event date may be entitled to a refund, less a \$100.00 administration fee. Cancellations made 10-30 days prior to the event date will be entitled to a fifty percent refund. Cancellations made less than 10 days prior to the event will not be entitled to any refund.
6. While our policy is to honor all commitments to rent space as agreed, we must reserve the right to cancel your reservation in the very unlikely event of emergency, power failure or other unforeseen occurrence that may pose a safety issue or cause damage to the facilities. All appropriate fees will be returned.
7. Gambling is not allowed at the event center. We are nonprofit and to keep that status we are required to follow certain guidelines. (Gambling is giving money on the chance of winning a prize; such as, 50-50 drawings, door prizes or raffle drawings where money is exchanged for a ticket.) Auctions and silent auctions where only the winner pays for the item are allowed, as are open raffles that do not require the purchase of a ticket.
8. When planning a wedding, vow renewal or memorial service in our building, please arrange to meet with our minister as soon as possible. Our minister will guide you through the process of planning your ceremony and will officiate at the service. If you want someone else to officiate, it is the responsibility of the renter to have their officiant contact our minister as soon as possible in order to confirm this

rental agreement. The pastor of First Congregational Church must authorize all sacred use/theological content in the building. *Any ceremony taking place in our building is assumed to represent First Congregational Church of Stockton, The United Church of Christ, and the principles we affirm.*

9. **Each Group shall be wholly responsible for any damages incurred as a result of their activities.** Responsibility for any damage to the property and general liability remains that of the individual or organization using the property, including any out of pocket expenses. (This also includes any misuse of the property and/or equipment that requires repair or replacement and/or any services from the police or other emergency personnel.)
10. A Facilities Event Coordinator will be present to open and close the building and be available to you as a resource at all times during your engagement. It is **not** the responsibility of the Facilities Event Coordinator to assist with setup, decorating, removal or cleaning of any tables, chairs or the facility. The Facilities Event Coordinator is to serve as an informational resource by providing general guidance to ensure you and your guests have a pleasant and safe event. All communications and special requests must be made through our Facilities Event Coordinator.
11. **It is the renter's responsibility to set-up, clean-up and return the facility to the condition it was in prior to their rental within their paid rental time.** We suggest taking photos when you arrive to assist you in resetting at the end of your event.

Initials _____

Building & Grounds

1. Because we are located close to a residential neighborhood, noise (both inside and outside the building) must be kept to a minimum. Noise must be minimized at 10:00pm
2. Fire regulations require we do NOT exceed our maximum occupancy at any time. Sanctuary 231 (150 seated); Lakeside Hall, standing 265, chairs only 200, seated with tables and chairs 150; Lakeside Deck 52; Lobby/Narthex 28; Conference Room 32.
3. At NO TIME are any of the emergency exit routes or doors to be blocked.
4. NOTHING IS TO BE PLACED ON THE GRAND PIANOS.
5. Church property may not be removed from the premises.
6. Children must be supervised at all times. Special precautions should be taken to supervise children around the water
7. Smoking, vaping, nicotine or marijuana use is not allowed on the property. Cigarette smoking is permitted only in the parking lot.
8. Thermostat settings are not to be changed.
9. No firearms, fireworks, firecrackers, weapons or any illegal activities are allowed on the premises.
10. In the case of a police or medical emergency, Call 911, and notify the Facility Event Coordinator.
11. We know and understand that sometimes accidents happen. We respectfully ask that you make our Facilities Event Coordinator aware of any known accidents and or damage that may occur during your rental.

Initials _____

Chairs & Tables

1. Renter is responsible for setting up tables and/or chairs prior to the event and cleaning and returning them to their storage positions at the close of the event. **Renter should ensure that all table legs are securely locked when setting up the tables for use to prevent collapse, damage and injury to guests.** Tables must be cleaned with a wet cloth and dried prior to storage. **All tables should be stored top-to-top and back-to-back to prevent damage to table surfaces.**
2. The church has the following items available for use: **20 rectangular tables** (approx. 6' x 2½' each table seats up to 8) **12 round tables** (5' diameter. each table seats up to 8), **8 pub tables**, **130 white folding chairs** (lakeside hall), **110 upholstered chairs** (sanctuary).
3. Outside rentals of chairs, tables, etc. are allowed. Please arrange with the Facility Event Coordinator for delivery.

Initials _____

Audio/Video Systems

1. The Sanctuary and Lakeside Hall each have basic audio/video systems available. If either system will be used, a person must be designated by the renter to be responsible for the system and arrange to receive advance orientation on the system's use from the Facility Event Coordinator.
2. Outside rentals of additional equipment are permitted. Please arrange with the Facility Event Coordinator for delivery.
3. Sound levels shall be reasonable for a residential neighborhood. Sound amplification equipment is not allowed on the deck or outdoors. In all cases, no noise is permitted to be loud enough to be heard outside the building after 10:00pm.
4. If a piano must be moved from its existing location, arrangements must be made at the time of reservation. Any need to tune the pianos must be arranged at the time of reservation and paid for by the renter.
5. Requests for the use of church musical instruments and equipment must have prior approval.

Initials _____

Food & Beverages

1. No food or refreshments are allowed in the sanctuary. Only bottled water is permitted.
2. Renter must provide their own kitchen supplies (e.g., food, coffee, condiments, dishes, glasses, flatware, serving utensils). **Your rental does not include the use of event center supplies.**
3. The kitchen is not to be used for meal preparation.
4. No cooking inside the building.
5. Refrigerator/freezer settings are not to be changed.
6. At the conclusion of your event ALL FOOD must be removed.

Initials _____

Alcohol Guidelines

1. **Only beer, wine or champagne may be consumed on the property. No hard liquor is allowed.**
2. An alcohol license is NOT required for private events, where drinks are not sold.

3. An alcohol license is required for any event open to the public or where alcohol is sold. The alcohol license must be provided to the Facility Event Coordinator at least 10 days before event at the cost of the renter.
4. It is the renter's responsibility to take the legal precautions NOT to serve any persons under the legal drinking age of 21.
5. If alcohol is served and there will be over 100 people in attendance, private security must be provided at renter's expense.

Initials _____

Decorations

1. All decorating and event setup must be completed **within** your scheduled rental time.
2. The use of thumbtacks, staples, or nails is not permitted. Please do not use duct tape, strapping tape or any tape other than painters' tape to secure decorations.
3. No decorations will be attached to sound panels, ceilings or lights.
4. Confetti and glitter may not be used inside or outside the church buildings.
5. Helium balloons must be weighted or secured to furniture.
6. During certain times of the year various areas of the church may be decorated. (This may include Christmas trees, banners and other assorted items.) These items are not to be moved by the renter and will not be moved for a rental.

Initials _____

Clean-Up

1. No janitorial services are included in the facilities use fee. **It is the responsibility of the renter to ensure that the facilities are left in a clean condition.** By the end of your rental period and before you leave the premises, you are responsible for cleaning and storing tables and chairs, removing decorations, and picking up all trash, including any debris left in the parking lot and around the grounds. The floors must be vacuumed, swept and/or mopped as necessary.
2. All furniture and other items must be safely returned to their initial configuration.
3. All cleaning must take place **within** the reserved time.
4. We will provide plastic trash bags for your cleanup. Bags must not be left inside the building but placed outside in the rear of the building into the proper trash cans.
5. We separate trash from recyclable materials and ask that you do the same.

Initials _____

I have read the above and understand that any violation of these rules may result in the loss of all or part of the deposit and may also result in event termination without a refund.

Signature: _____

Date: _____

Facilities Use Agreement

Responsible Party/Contact Person: _____

Responsibility for damage to Church property and general liability remains that of the individual or organization using the property

Name of Organization: *(if applicable)*: _____

Today's Date: _____ Non-Profit ID *(if applicable)*: _____

Type of Event: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

E-Mail Address: _____

Additional Contact Person: _____ Phone: _____

Additional Contact Person: _____ Phone: _____

No PO Box Addresses Please, Only the persons listed will be allowed to communicate or make changes on behalf of this event

Date of Event: _____ Rental Starting Time: _____

Rental Ending Time: _____

Total Hours: _____

Approximate number of people expected to attend: _____

Including participants, service persons, volunteers and guests

Additional Date: _____ Rental Starting Time: _____

(Rehearsal, Set-up & Decorating)

Rental Ending Time: _____

Total Hours: _____

Approximate number of people expected to attend: _____

Including participants, service persons, volunteers and guests

Your rental time needs to include all time needed for decorating, setup and cleanup. We charge for all time the building is occupied

Additional Information *(if applicable)*:

Spouse Name _____ Spouse Name: _____

Officiant Name: _____ Church Affiliation: _____

Officiant Phone: _____ E-Mail Address: _____

It is the responsibility of the renter to have their officiant contact our minister ASAP in order to confirm this rental agreement

Deposit Refund to be mailed to:

Facilities Requested:

- Sanctuary
- Lakeside Room
- Other _____
- Conference Room
- Deck

Use of Following:

- Drink Dispensers
- Coffee Maker
- Grand Piano (Conference Room)
- Spinet Piano (Lakeside Hall)
- Podium (Lakeside Hall)
- Portable PA System
- Other _____
- Chafing Dish
- Grand Piano (Sanctuary)
- Steam Table
- Television
- Podium (Conference Room)
- Audio/Visual System

Will pianos require moving for the event? Yes No

Will any amplified sound system be used at the event? Yes No

Will event have Food? Yes No If Yes. What type of food _____

Will event be catered? Yes No If Yes, Please provide the following...

Catering Business Name _____

Contact Name _____ Phone _____

Name of Cleanup Coordinator: _____ Phone: _____

Facilities Use Fee Schedule

THREE HOUR MINIMUM RENTAL REQUIRED

Item	Description	Fee	Charges
Deposit	Refundable (see application for details)	\$300	
Sanctuary	Includes use of the Sanctuary, Upholstered Chairs, Narthex (lobby area, use of fireplace weather permitting), Restrooms, Podium, Grand Piano and Audio / Visual system (set up by us)	Weekend \$125.00 Per hour Monday-Thursday \$85.00 Per hour	
Conference room	Includes use of Conference Room, Narthex (lobby area, use of fireplace weather permitting), Restrooms, Upholstered or White Plastic Chairs, Refrigerators and Prep areas, Chafing Dish, (must supply your own sterno and foil pans), Coffee Maker (must supply your own coffee & filters), Beverage Drink Dispenser, Podium, and Audio / Visual system (set up by us)	Weekend \$70.00 per hour Monday-Thursday \$55.00 per hour	
Lakeside Room	Includes use of the Lakeside Hall, Enclosed Deck/Patio area, Narthex (lobby area, use of fireplace weather permitting), Restrooms, White Plastic Tables & Chairs, Refrigerators, prep areas, Steam Table (must supply your own foil pans), Chafing Dish, (must supply your own sterno and foil pans) Coffee Maker (must supply your own coffee & filters), Beverage Drink Dispenser, Podium, and Audio / Visual system (set up by us)	Weekend \$125.00 per hour Monday-Thursday \$100.00 per hour	
Deck	Includes use Enclosed Deck / Patio area, Narthex (lobby area, use of fireplace weather permitting), Restrooms, White Plastic Tables & Chairs, Refrigerators, Prep areas, Steam Table (must supply your own foil pans) Chafing Dish, (must supply your own sterno and foil pans) Coffee Maker (must supply your own coffee & filters), Beverage Drink Dispenser, Podium, Portable T.V. and Portable P/A system (set up by us)	Weekend \$75.00 per hour Monday-Thursday \$55.00 per hour	
Celebration Package	Includes all day (10 hours) use of Sanctuary, Lakeside Hall, Enclosed Deck/Patio area, Lobby/Narthex (use of fireplace, weather permitting), Restrooms, White Plastic Tables & Chairs, Refrigerators, prep areas, Steam Table (must supply your own foil pans), Chafing Dish (must supply your own sterno and foil pans), Coffee Maker (must supply your own coffee & filters), Beverage Drink Dispensers, Podium, and Audio / Visual system. Also includes the additional use of the Conference room and Library (to be used as ready areas for the wedding party)	Weekend \$1,250.00 per event Monday-Thursday \$1000.00 per event	
		TOTAL	

MINIMUM HONORARIUMS

Item	Description	Fee	Charges
Pastor	Weddings	\$250 per event	
Pastor	Funerals	\$150 per event	
A/V Tech	Audio Visual operator	\$30 per hour (minimum 2 hrs)	

We accept Checks and Cash

FEE COMPUTATION:

Rental Fee:	\$ _____
Security/Cleaning Deposit:	\$ _____
Total Amount Due:	\$ _____
Additional overtime Hours Used: _____ @ \$125/hour	\$ _____
Additional monies Owed/Refunded:	\$ _____

The Brookside Lake Event Center will not be held responsible for any damage to property or injury to persons using the facilities.

A Security/Cleaning Deposit of \$300.00 is required for all events. This Deposit will be returned following the event if the facilities are left in satisfactory condition and no additional money is owed for building use overtime or damages (Note: This is a Security/Cleaning deposit; the church does not provide cleaning services. However in the event you do not do a satisfactory cleaning job, have overtime usage charges or damages we will deduct the amount due from your deposit, you will be responsible for any and all additional charges that may exceed your deposit.) Additional hours not scheduled prior to event will be charged at the rate of \$125.00 per hour.

I have read, and understand the fees associated with this rental and will abide by the Facilities Use Regulations and Policies attached to this form.

By signing below, I acknowledge that both parties have received a copy of this agreement (pages 1-9).

Signature of Requesting Party Date _____

Signature of Church Representative Date _____

Please sign and return this form and the Facilities Rules, Regulations and Policies along with your deposit payment.

Building Closing Check List

Back Prep Area:

- Refrigerators cleaned and personal items removed
- Sinks clean
- Counters and tables cleaned
- Floor cleaned
- Trash emptied and removed. New trash bags installed
- Rear doors closed and locked (Including outside rollup door)

Front Prep Area:

- Refrigerators cleaned and personal items removed
- Sinks cleaned
- Counters cleaned
- Floors cleaned
- Trash emptied and removed. New trash bags installed
- Coffee Maker off and cleaned. All pots and or carafes are clean and accounted for
- Door to deck closed and locked

Deck Area:

- All tables & chairs returned and properly stored
- Trash emptied and removed. New trash bags installed
- Deck gate (emergency exit) locked
- All Deck Windows closed and locked (locks slid into place)
- Deck sliding door locked and door stops and pins in place

Lakeside Hall:

- All tables & chairs returned and properly stored
- Room is reset (9 rounds w/7 chairs each. Unless otherwise stated)
- Floors cleaned; Swept & spot mopped as needed
- Trash emptied and removed. New trash bags installed
- Thermostat off
- Doors to deck are closed
- Audio/Video Equipment Off

Bathrooms:

- Sinks cleaned
- Counters cleaned
- Floors cleaned
- Toilet paper & paper towels refilled as needed
- Trash emptied and removed. New trash bags installed

Narthex:

- All furniture back in place
- Floor is cleaned (sweep and mop as needed)
- Trash emptied and removed. New trash bags installed
- Fireplace is off
- Thermostats not set to "HOLD"

Conference Room:

- All furniture is returned to its proper places (piano, tables & chairs)
- All tables & chairs returned and properly stored
- Floors cleaned (vacuum as needed)
- Trash emptied and removed. New trash bags installed
- Thermostat off

Library:

- All furniture is returned to its proper places (tables & chairs)
- Floors cleaned (vacuum as needed)
- Trash emptied and removed. New trash bags installed.

Sanctuary:

- All furniture is returned to its proper places (piano, podium & chairs)
- Floors cleaned (vacuum as needed)
- Thermostats off
- Audio/Video system off; microphones are "OFF" and accounted for

General:

- Steam table OFF, returned to space, cleaned and all pans accounted for
- All Church Rental items are returned, cleaned and accounted for
- All trash removed from the building and placed in dumpster in front parking lot area
- Walk through the ENTIRE BUILDING
- Turn off all lights in the building (Except table lamp in the Narthex) Double check that outside walkways lights are OFF
- Double Check (pull on doors) Front Doors are locked