SWEDENBORGIAN CHURCH
of SAN FRANCISCO

Church Address: 2107 Lyon Street, San Francisco, CA 94115
Mailing Address: 3200 Washington Street, San Francisco, CA 94115
415-346-6466 • events@sfswedenborgian.org • sfwedding.org

Wedding & Reception Guidelines and Contract

Names of Couple: 1. _____ 2. _____

Phone 1: _____ E-mail 1: _____

Phone 2: _____ E-mail 2: _____

Address: _____

Post-Wedding Names *(if different)*: _____

Return Security Deposit to: _____

Address *(if different):* _____

Event Date: _____ Set-up Start Time: _____ Event Start Time: _____

Event End Time *(no later than 9 pm):* _____ Clean-up End Time *(no later than 10 pm):* _____

Music: _____ Officiant: _____

Number of Guests: _____

How did you hear about us?_____

Total Event Fee: $_____ Security Deposit: $500
(half due upon booking; balance due 30 days prior to event) *(due upon booking)*

The person signing this contract (page 5) must ensure that the hired vendors and guests will comply with the terms of this contract. The renting group releases the San Francisco Swedenborgian Church and its agents, members, and employees from all claims of damage or injury, directly or indirectly, arising from the group's use of the premises and surrounding area. The renting group is responsible for maintaining the good condition of the buildings and grounds.

1. Fees

- **Friday – Sunday & Holiday Weddings:** $6,200 for use of the sanctuary, parish house, and gardens for 8 hours plus a $500 security deposit. Additional hours can be reserved for $500 per hour.
- **Monday – Thursday Weddings:** $5,600 for use of the sanctuary, parish house, and gardens for 8 hours plus a $500 security deposit. Additional hours can be reserved for $500 per hour.

Half of the total fee + $500 security deposit is due at the time of booking. The 50% deposit is non-refundable if event is canceled. The $500 security deposit is refundable after the event if there is no damage or extra cleaning needed. The balance is due 30 days before the event and is non-refundable if the event is canceled within 30 days of the event.

We recommend 2 hours for set-up and 1 hour for clean-up.

2. Space Available

Three adjoining rooms (the Garden Room, the Fireside Room, and the Dining Room) make up the general reception area. The space can accommodate up to 84 for a sit-down dinner and up to 100 for stand-up affairs when utilizing the outdoor space.

The kitchen is spacious but not equipped for commercial use. The oven will not accommodate commercial-sized pans. There is no commercial hood in the kitchen. The refrigerator is not available for event use without prior approval, pending space availability. Items found in refrigerator prior to event should not be removed or disposed.

Due to the proximity of our residential neighbors, all receptions need to be planned as indoor events. Guests may be served beverages and appetizers in the garden until 7:30 p.m. Afterwards, food and beverages must be served inside the Parish House. Guests may mingle in the garden.

Absolutely no smoking is allowed on the premises or within 15 feet of an entrance/exit or open window (SF Health Code Article 19F, Sec. 1009.22). A cleaning fee will be charged for cigarette butts left on the premises or surrounding sidewalks.

3. Furnishings and equipment available

- Antique dining table (48" x 54") with four 12" leaves
- Six 60" round folding tables (seats 8-10)
- Four 48" round folding tables (seats 4-6)
- 85 natural wood folding chairs
- Stereo system
- Two ovens (eight burners,) two sinks, a microwave oven, one coffee percolator (100 cups)
- *The dishwasher is not available for event use.

Beyond the above list, a caterer is expected to supply all items needed for servicing the event including linens, flatware, dishes and serving pieces.

4. Caterer Arrival and Departure
Caterer may access the property as arranged within the scope of this contract. If more time is required, our office must be contacted prior to the event to schedule. Additional charges will apply. Catering staff and equipment may use the kitchen entrance, next to the office, at 3200 Washington Street. Neighbors' driveways must not be blocked while loading/unloading.

5. Alcohol Policy
Beer and wine are permitted onsite. Cans and bottles must be disposed of properly. Absolutely no kegs will be allowed. Please supply only moderate amounts of alcoholic beverages. We discourage offering hard liquor as a liquor license is required to serve (through a caterer or bartender).

No food or beverages allowed in the chapel, dressing room, or vestry.

6. Music and Noise Level
We are located in a residential area and noise levels should not be disturbing to our neighbors at any point during the event, including but not limited to guest departure. Cars, busses, or delivery vehicles should not idle outside the event space. A complaint of noise levels may result in police involvement and a reasonable fine. You are welcome to bring your own A/V system. If you are hiring a DJ, please get approval from the event manager. Amplified music or mics are not permitted outdoors.

7. Rental Deliveries/Pick-up
Any deliveries must be scheduled with our event manager (415-346-6468 or events@sfswedenborgian.org). All rental items should be picked up right after the event. If rental pickup is not possible immediately following the event, an alternate pickup time must be arranged with the event manager or venue coordinator prior to the event. Loading of items, deliveries, pickups, and the arrival of catering staff may be made through the side entrance, next to the office at 3200 Washington Street. The church is not responsible for checking in rental equipment upon delivery or any rental items left behind after an event.

8. Use of Electrical Outlets
Please be mindful of overloading the circuits if you have equipment that needs extra power. Check with the event manager with any additional need for electrical power or if you have a question regarding your equipment's electrical needs.

9. Decorations
No tape, tacks, glue, or nails are allowed on the walls, floors, or furnishings of the facility. Decorations must be removed at the end of the event and existing decorations replaced. **No fresh flower petals may be spread. No rice, grain, confetti, or glitter may be thrown.** Flower arrangements in the sanctuary may be donated to the church with prior approval or at the discretion of the venue coordinator.

10. Set-Up & Clean-Up
Complete set-up and clean-up is your responsibility or that of your caterers. The facility will be clean and orderly for your arrival and should be left as it was found. A cleaning fee of $250.00 will be charged if excessive trash and/or other items are left at the venue, or if the clean-up is insufficient. Set-up and clean-up is NOT the responsibility of the venue coordinator or SFSC employees. Church staff is not responsible for any items left at the venue.

Set-up:

- The furniture must NOT be dragged to avoid floor damage.
- All tables in use must be covered with tablecloths. A table used as a bar must also have a waterproof mat under the tablecloth.
- A mat must be placed under flower arrangements to avoid damage to furniture.
- Candles may be used in the sanctuary only. Any candles not provided by the facility must be in tall glass containers and up to the fire code. For your safety, please do not place candles on the floor/in the aisles.
- All bars must have a rubber bar/floor mat behind each bar. Caterer must provide bar mats.
- Ice must be placed in plastic bins and may not be placed in anything that drips or causes condensation. Galvanized tin tubs or buckets for beer and ice may ONLY be used if something is placed underneath it to protect the hardwood floors and antique tables.
- Furniture may be moved and placed in the children's room behind the kitchen or upstairs on the landing. The furniture may not be moved and left outside.

Clean-up:

- Reposition all furniture as you found it.
- Sweep entire reception area including kitchen and mop up any spills. The broom and mop are located in the pantry behind the kitchen or the closet behind the door that leads to the pantry.
- Wipe off and store folding tables and chairs.
- Remove decorations.
- Clean kitchen counters and appliances.
- Inspection by the venue coordinator.
- Recycling and composting are critical. Please see specific directions below.

Recycling: Please recycle glass (wine bottles), cans, aluminum (tin foil), hard plastic, and paper in large blue bins located outdoors. If you are not sure what goes where, please refer to signage. Excess trash/overflow must be removed from premises and is the responsibility of client. Cardboard boxes must be flattened and food containers rinsed out prior to disposal.

Compost: Please compost food, flowers, and food-covered paper items in the green outdoor bins using compostable bags (provided by facility). If you are not sure what can be composted, refer to signage.

Garbage: Place garbage in the large black bin located outdoors. Lids must close completely. Any remaining garbage must be taken off the premises.

*All outdoor bins should be pulled back into the kitchen alley after the event and not left on the Washington St. sidewalk. Should the recycling/compost rules not be followed, ALL trash must be taken off the premises.

Ice Disposable: Do not leave ice in the freezer. Ice may NOT be dumped in the plants or in the grass. Ice may be left in the kitchen sinks to melt.

Church staff is not responsible for any items left at the building.

Please check the boxes to indicate that you understand that:

☐ **Set-up and Clean-up is NOT the responsibility of the venue coordinator or the employees of the Swedenborgian Church. It is your responsibility or that of your catering crew.**

☐ **You must adhere to city recycling and composting rules as described. Should the recycling/composting rules not be followed, ALL trash must be taken off the premises. Overflow garbage must always be removed from premises.**

☐ **If you wish to store or rearrange the Parish House furnishings, do not stack or drag them. They are antiques and you can damage them. Please handle all furniture with care.**

☐ **There is NO SMOKING on the premises.**

We have read the information in this contract and agree to use the facilities at the Swedenborgian Church within the parameters stated.

We understand that our caterer must be provided a copy of this contract to be familiarized with the rules and policies.

We understand that we have use of the church and facilities for our scheduled time only. Extra time, damage to the space, or failure to clean will incur loss of security deposit or additional fees. Half of the total rental fee is due at time of booking and is non-refundable. The remaining fee is due 30 days prior to wedding. In the event of cancelation within 30 days of the wedding, the full fee will be retained.

Client Signature(s): _____ _____

Print Name(s): _____ _____

Date: _____