

Church of One Tree

Capacity 150 guests' maximum



Estimate if for entire use of facility. Make sure to include time needed for setup, the event time and clean up time.

4-hour rental minimum of Saturday and Sunday
2-hour rental minimum on all other days of the week

HOURLY RATE

	Private Party		Non-Profit Org.		Commercial Org.	
	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
Mon-Thu	\$125	\$129	\$118	\$121	\$136	\$140
Fri	\$135	\$139	\$127	\$131	\$148	\$153
Saturday	\$175	\$181	\$163	\$169	\$194	\$201
Sunday	\$145	\$150	\$136	\$140	\$159	\$164

HOURS

Sunday – Thursday 8am-9pm*
Friday & Saturday 8am-10pm*
(* may book up to one hour past for clean-up)

ADDITIONAL FEES (*required)

*Custodial \$119
*Insurance \$156
Alcohol (if providing alcohol) \$50

Audio/Visual (contingent on use):
Microphone only \$15
Sound system \$40

DAMAGE DEPOSIT (Refundable) \$500

TOTAL DUE AT THE TIME OF BOOKING:

Damage Deposit \$500 +
Initial down payment \$500 = \$1,000

Your Estimate

_____ X _____ = \$ _____
Hourly Rate Hours needed Room Rate

= \$ _____
Additional Fees

= \$ _____
Damage Deposit

= \$ _____
Total Rental Cost

See back page for additional details.

Church of One Tree
492 Sonoma Ave, Santa Rosa CA 95401
General Information (707) 543-3733
rentals@srcity.org

Securing a Facility Use Permit:

To reserve a date at the Historic Church of One Tree, email rentchurchofonetree@srcity.org or call (707) 543-3285. Provide rental details: name, phone number, email, event title, date, and number of people, start/end time, food, alcohol, and any other needs. Requests are accepted on a first-come, first-served basis and may be made up to 24 months in advance based on availability. A signed Rental Agreement, the initial down payment (down payment & deposit) and a signed copy of the Rental Permit are required to reserve a date.

Sample Estimate (Private Rental, Resident- Saturday)

\$125 per hour x 10 hours	\$ 1,250.00
Custodial (disinfecting & restocking restrooms, proper care for hardwood floors)	\$119.00
\$1 Million Liability Event Insurance	\$156.00
Alcohol Fee	\$50.00
Sound System	\$40.00
Refundable Damage Deposit	\$ 500.00
Total	\$ 2,115.00

Damage Deposit:

A Damage Deposit is required at time of reservation. This deposit does not apply towards Rental Fees. A full refund can be expected within fourteen (14) days after your event, if:

- All the rental contract guidelines are followed,
- No damage or theft occurs to the property,
- No extra time, room, or cleaning costs are accrued.

The Permit holder is responsible for all costs sustained by the City of Santa Rosa even if the cost exceeds the Damage Deposit.

Down Payment: A Down Payment (equal to the Damage Deposit amount) is also required at time of booking. The Down Payment is non-refundable and will be applied towards Rental Fees.

All remaining fees are due 30 days in advance of the rental date. When reserving facilities within 30 days of event, the Damage Deposit and all Rental Fees are due at the time of reservation. We accept cash, checks, MasterCard, and Visa. Failure to pay the balance of Rental Fees on time may result in the cancellation of the reservation and is subject to Cancellation fees.

Cancellation Requests: Any cancellation by the renter must be received in writing and acknowledged by the Facility staff.

Cancellation: Cancellations 30+ days in advance of your event will result in forfeiture of the Down Payment.

Late Cancellation: Cancellations within 30 days of your event will result in the forfeiture of 100% of Room Rental Fees including down payment.

No Show: An event "no show" will result in the forfeiture of 100% of Rental Fees including all Extra Fees.