

## Avila Hall

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Avila Hall:

- Approximately 5,000 square feet (80'Lx64'W)
- Accommodates up to 300 people (seated) - rental includes 12 round tables and 120 chairs
- Sound system (opt)
- Non-commercial kitchen (opt.)
- Ample parking (only after Masses on Saturdays and Sundays)



## Santa Teresa Parish

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### Avila Hall Facility Use Guidelines

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### Santa Teresa Catholic Church

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794 Calero Avenue  
San Jose, CA 95123  
<http://SantaTeresaChurch.com>

Phone: (408) 629-7777  
Office Hours: Monday-Thursday 9AM - 4PM  
Email: [info@santateresachurch.com](mailto:info@santateresachurch.com)



## Santa Teresa Parish

Welcome! Thank you for your interest in renting our Hall. We take great pride in our facility, which has been built and maintained by this parish community. While our Facilities are primarily designed to minister to the needs of parish members, we are pleased to extend their use to those outside the parish.

We know you will understand that as a religious institution, it is our practice to ensure that all use is consistent with the principles and beliefs of the Roman Catholic Church. And, as such, our facility is not rented to political groups. The pastor shall have full authority over such decisions.

It is recommended that you contact us with a minimum of sixty (60) days advance reservation as our Hall gets rented a lot. However, we know that life is filled with special circumstances, therefore, please don't hesitate to contact us, at any point, to check the availability of the hall

Please contact our Hall Coordinator for information at 408-629-7777 Ext 101.

We are located at 794 Calero Ave, S.J., CA 95123.

## Rental Details

### FACILITY RENTAL RATES

- \*Parishioners - \$500 for 3 hours, \$100 for each additional hour
- Non-Parishioners - \$700 for 3 hours, \$200 for each additional hour
- \$500 (of the rental fee) is due to book your event on our calendar.
- The remaining rental fee is due 30 days before the event.

### **Please Note:**

All events must end by and Hall vacated by Midnight.

Renters may not charge admission fees for events held in the hall. Santa Teresa is a non-smoking facility. No smoking is allowed on the premises.

### FACILITY SECURITY DEPOSIT

A separate deposit of \$500 is required 30 days before the event. The security deposit is fully refundable within (21) days of departure provided the building is left as agreed per the checkout list, and after inspection by the Hall Rental Team member. Security Deposit is forfeited if renter is evicted by Hall Representative or Law Enforcement.

### CANCELLATION POLICY

While we understand that circumstances may force a change to plans, for our joint interest, we offer the following cancellation policy:

### Days Prior to Event

61 days or more  
31-60 days  
15-30 days  
Within 14 days

### We Keep

\$50 charge  
\$250 charge  
50% of rental  
NO REFUND

### INSURANCE

The Diocese of San Jose maintains strict policies on insurance. The details are contained within the contract, and must be completed and paid for, as indicated.

*\*A Parishioner is someone registered in our system for more than 12 months.*

## Fine Print

### MASS TIMES

If an event is booked during Mass times, there is no parking in the parking lot or music allowed until after Mass has ended.

### DECORATING

Users may decorate according to the theme of the event. You may use the outdoor and indoor areas of the facility for decorations but must not permanently alter, damage, or change any parts of the building or grounds.

All decorations should be free standing or on tables. Nothing may be attached to the walls or ceilings; this includes decorations and signs. The use of confetti, glitter, birdseed, silly string, rice and the like are not allowed. In addition, no tape, tacks or nails are allowed. Failure to follow this guideline will forfeit your deposit, and may incur additional expense.

### KITCHEN – DETAILS

- Our kitchen is NOT a commercial kitchen. Therefore, no cooking or baking is permitted. Items may be warmed on the stove or oven.
- Caterers are welcome. If you need any suggestions, please ask the Hall Coordinator.
- A freezer, refrigerator, and warming oven are available for your use.
- Coffee pots (60 and 100 cups) are available for a fee.
- Users are expected to supply their own equipment for food preparation and eating equipment (i.e., dishes, eating utensils, napkins, etc.).

No children under the age of 12 are allowed in our kitchen space without adult supervision.

### ENTERTAINMENT/TECHNOLOGY

Santa Teresa has a sound system available, for an additional fee. Please check with the Hall Coordinator for details regarding this.

Music for the event should demonstrate consideration for audience and ages. Noise levels must be kept in control and contained within the hall. Amplified music is not permitted after 10:00 PM.