



Hacienda de las Flores and Pavilion

May-October Special Event Information and Contract

CONTACT INFORMATION

Recreation & Facilities Coordinator: P (925) 888-7045 ▪ F (925) 376-2034 ▪ Email: rents@moraga.ca.us ▪ Web: moragahacienda.com
 Address: 2100 Donald Drive, Moraga CA 94556

HACIENDA DE LAS FLORES

This romantic Spanish-style estate features a patio with a central fountain, large lawn enhanced with blue atlas trees and beautifully landscaped gardens. Includes three rooms, a commercial kitchen on the ground floor and the patio and lawn area (upstairs area is not included). *Maximum capacity: Outdoors ~ 200, Indoor ~ 125 standing, 110 for sit down dining (throughout the three rooms).*

PAVILION

This classical style building with Roman columns consists of one main room with an adjoining small bar and kitchen. A semi-circular portico faces a circular patio and a fully enclosed landscaped courtyard. *Maximum capacity: Outdoors ~ 200 for ceremonies, 175 for receptions Indoor ~ 80 standing, 50 for sit down dining. (Facility only has equipment for 100)*

CREDIT CARD RATE SCHEDULE	NON-RESIDENT			MORAGA RESIDENT		
	FRIDAY	SATURDAY	SUNDAY	FRIDAY	SATURDAY	SUNDAY
HACIENDA	\$1450.00	\$2350.00	\$1650.00	\$1100.00	\$1800.00	\$1200.00
PAVILION	\$1250.00	\$2050.00	\$1450.00	\$1000.00	\$1600.00	\$1100.00
BOTH FACILITIES	\$1950.00	\$3350.00	\$2250.00	\$1500.00	\$2600.00	\$1800.00

CHECK/CASH RATE SCHEDULE	NON-RESIDENT			MORAGA RESIDENT		
	Friday	Saturday	Sunday	Friday	Saturday	Sunday
HACIENDA	\$1400.00	\$2300.00	\$1600.00	\$1050.00	\$1750.00	\$1150.00
PAVILION	\$1200.00	\$1200.00	\$1400.00	\$950.00	\$1550.00	\$1050.00
BOTH FACILITIES	\$1900.00	\$3300.00	\$2200.00	\$1450.00	\$2550.00	\$1750.00

CHECKS MADE PAYABLE TO: *Town of Moraga*

- APPLICATION FEE** All rentals require a \$250.00 non-refundable application fee.
- DEPOSIT** All rentals require a refundable \$750.00 security/damage deposit.
- ADDITIONAL HOURS** Available at the rate of \$220.00 per hour for the front end/beginning of events only.

MORAGA RESIDENT RATES are available only to the couple to be wed, the parents/guardians of the couple, or for an event rental, the primary renter who **currently resides in the Town of Moraga**. Proof of residency must be presented at booking.

HOURS Package price includes eight (8) consecutive hours of choice on Saturday/ Sunday between 9:00 am – 11:00 pm. Friday rentals are 3:00 pm to 11:00 pm only. Only one wedding or special event per day is scheduled at the Hacienda or Pavilion. Exclusive use of the facility begins at 5:00 pm on Fridays. Chosen eight (8) hours include set-up; catering staff has one additional hour to clean.

Additional hours can be purchased for the front end/beginning of the event to allow for more set-up time. Additional hours must be requested and purchased 60 days before the scheduled event date. Additional hours are not available before 9:00 am. No additional time may be added past 11:00 pm.

FEE INCLUDES Bottom floor, patio, and lawn of area rented, parking, one consultation meeting with Recreation Coordinator, a scheduled ceremony rehearsal (Monday-Thursday only), facility attendant available throughout the event, tables and chairs provided by the Hacienda de las Flores, and heavy cleaning following the event. Six (6) large market umbrellas are included at the Hacienda, Four (4) at the Pavilion. Each building has a separate inventory of equipment and items cannot be moved between the two areas.



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RESERVATIONS & BOOKING PROCEDURE

Hacienda and/or Pavilion reservations are accepted up to one year (or 365 days) prior to the event date beginning at 1:00 pm. If that day is an office closure, weekend, or Town observed holiday, reservations will be accepted the next business day at 1:00 pm. The Lessee must read and sign the contract below and present with payment as outlined above. Full payment is due six months prior to the event.

To reserve the Hacienda and/or Pavilion, the Lessee must provide his/her drivers license (if eligible for Moraga resident rate), the non-refundable \$250 application fee, the refundable \$750 security/damage deposit, and half of the rental fee (more than six months in advance of event date) or the entire rental fee (less than six months in advance of event date). The security deposit will be refunded within 60 days after the event; unless the facility has been damaged or the Lessee has not complied with the Policies & Restrictions listed below. Charges against your deposit will be made for any costs including, but not limited to, damages to floors, walls, furnishings and landscaping, extra cleaning of the facilities and furnishings both inside and outside, and any other unusual costs incurred. You will be billed for any damages not covered by your deposit.

DATE CHANGE

Date changes must be made in writing accompanied by payment (\$300 if more than 6 months from original date and \$550 if less than 6 months from original date) and may only be changed twice.

RENTAL CANCELLATION

Rental cancellations must be in writing. If cancellation occurs more than six months before the date reserved for the event, the initial fee required to book the facility will be refunded along with the security deposit. If cancellation occurs six months or less than six months before the date reserved for the event, the Town will refund only the security deposit. However, if the Town is able to rebook the date after cancellation, the rental fee will be refunded to the former Lessee. The \$250 application fee is not refundable.

REHEARSALS

Rehearsals are scheduled Monday through Thursday on a first come first served basis. Arrangements must be made with the Recreation and Facilities Coordinator.

ACCEPTANCE OF "AS-IS" CONDITION OF FACILITIES

PLEASE INITIAL EACH NUMBERED ITEM

- _____ 1. Lessee acknowledges that the premises and facilities are old and were not constructed in accordance with current building codes or with the Americans with Disabilities Act. As a result, there may occur damage or loss to Lessee's property or right of occupancy caused by any of the following but not limited to: a) Utility failure; b) Earthquake or earth tremors; c) Weather damage; and d) Other equipment or facility failures due to age and condition.
- _____ 2. Lessee further acknowledges that should any portion of the premises and facilities be determined as unsafe or in need of repair, the Town of Moraga reserves the right to make necessary repairs and changes at any time. The Town will make every attempt for repairs to not impact Lessee's right of occupancy.
- _____ 3. Lessee further acknowledges that some portions of the premises and facilities may be in a state of disrepair and deterioration.
- _____ 4. Acknowledging the foregoing, Lessee nevertheless agrees to accept the risk of such losses and accepts use of the premises in their "as is" condition, with all faults, acknowledging that the Town of Moraga shall not be held responsible for any such damage to Lessee's property or right to occupancy caused directly or indirectly by the aforesaid condition of the premises.

INDEMNIFICATION & LIABILITY INSURANCE- Non-compliance will result in loss of security deposit.

PLEASE INITIAL EACH NUMBERED ITEM

- _____ 1. INDEMNIFICATION: Lessee shall hold harmless, defend and indemnify Town of Moraga and its officials, officers, employees and volunteers from and against any and all liability, claims, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Lessee/Renter's use of the subject facility hereunder or its failure to comply with any of its obligations contained in the Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Town.



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- _____ 2. LIABILITY INSURANCE: LESSEE AGREES THAT THE TOWN OF MORAGA WILL APPLY FOR A SPECIAL EVENT GENERAL LIABILITY CERTIFICATE OF INSURANCE INCLUDING LIQUOR LIABILITY THAT LISTS THE LESSEE AS THE INSURED AND "TOWN OF MORAGA AND ITS OFFICIALS, OFFICERS, EMPLOYEES AND VOLUNTEERS" AS THE ADDITIONAL INSURED, AND THAT THE TOWN HAS PROVIDED OR WILL PROVIDE INSURANCE WITH THE FOLLOWING COVERAGE:
- a. Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering Commercial General Liability on an "occurrence" basis, including property damage and bodily injury with limits of no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. This liability coverage shall be primary and any commercial or self-insurance of the Town will not contribute with the primary coverage.
 - b. Town of Moraga and its officials, officers, employees and volunteers shall be named as an Additional Insured on the general liability coverage by a separate written endorsement form acceptable to the Town. Merely providing a Certificate of Liability Insurance is not sufficient.
 - c. If Lessee will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Lessee is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Lessee intends to sell alcohol either the Lessee or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

POLICIES & RESTRICTIONS- Non-compliance will result in loss of security deposit.

PLEASE INITIAL EACH NUMBERED ITEM

- _____ 1. Lessee shall keep the premises, facilities and fixtures in good condition and repair, and shall, at the expiration or other termination of this Agreement, surrender and deliver up the premises in like good condition and repair, excepting ordinary wear and tear and such damages by the elements, fire, and other casualties as are not caused in whole or in part by the negligence or willful misconduct of Lessee, its employees, agents or invitees.
- _____ 2. At the conclusion of Lessee's Special Event or activity, Lessee shall leave the Premises and facilities in at least as good a condition, state of repair and cleanliness as existed at the commencement of Lessee's use of the Premises.
- _____ 3. Lessee shall produce the special event and otherwise conduct itself in accordance with all applicable federal, state, and local laws and regulations, including, without limitation, laws relating to fire, health, sanitation, and safety.
- _____ 4. To insure compliance with Town policies, a deposit of \$1000 is required if using a caterer not on the preferred list. **A licensed caterer must be on site in charge of the kitchen during rental period if food is served.** A \$500 deposit is required if using a band, or DJ, or musician other than those listed.
- _____ 5. Flower petals (real and artificial), birdseed, rice, confetti, small feathers, loose glitter, loose sprinkles, mylar balloons, fireworks & sparklers (prohibited by law) are not allowed. Umbrellas, tents, heaters and aisle runners may only be used on patio, not on the lawn. Decorations (other than flowers) require advance approval by the Recreation and Facilities Coordinator. Items may be attached to the columns or walls using painters tape only.
- _____ 6. Rental equipment must be brought in during your event rental hours and picked up at the end of the event. Storage is not available either before or after the event.
- _____ 7. Garden color and flower type are determined by Public Services Staff, and is subject to seasonal change and any unforeseen, uncontrollable circumstances or acts of nature. Requests for specific flowers or colors of flowers are not taken.
- _____ 8. Final event arrangements (set-up plans) must be made in person with the Recreation & Facilities Coordinator three weeks prior to the event.
- _____ 9. Moraga resident rates and status applies to the Lessee and/or parents/guardians of the Lessee.



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- _____ 10. Children must not be left unattended anywhere on the premises or facilities. Playdough/clay , glue, and paint activities are not allowed.
- _____ 11. Non-amplified music may be located indoors or outdoors. Amplified music and speakers must be indoors. Music must end one hour prior to closing time and **Band size must be limited to 5 members.**
- _____ 12. Hard liquor is not allowed. Champagne, wine and/or beer may be served within the allotment guidelines (1/2 a bottle of champagne or wine or 3 beers per person). **Bar or serving of alcohol must stop one hour prior to end of event. Alcohol must be served from a designated bar or passed by service staff, guest self-service is not allowed.**
- _____ 13. Five (5) dining tables maximum can be placed on the lawn at the Hacienda or Pavilion. Bars, buffets and food service must be on the patio or indoors.
- _____ 14. Food that is **served to the public** requires a Temporary Food Event permit from Contra Costa County Environmental Health, see cchealth.org/eh
- _____ 15. Any items, personal or rental, left following an event will be donated/disposed of if not claimed or retrieved within 30 days of the event date.

The Town of Moraga is not responsible for equipment brought on the premises for the event, or lost, misplaced or stolen articles belonging to the Lessee or employees, agents and invitees of the Lessee. Security is the responsibility of the Lessee. This is a public park, open to the general public when the main gates are open.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE WEDDING, RECEPTION, AND SPECIAL EVENT INFORMATION AS LISTED HEREIN AND AGREE TO HAVE MY EMPLOYEES, AGENTS AND INVITEES COMPLY WITH THE SAME.

Signature	Print Name	Today's Date
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Address	City/State/Zip	Primary Contact Ph. #
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Type of Event (ceremony, reception, corporate dinner, etc)	Event Date
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The following vendors have successfully worked with our guests in the past. For more information, please contact the vendors directly. Note: The Town of Moraga does not guarantee the quality of these vendors or their services.

CATERERS

Caterers not on this list require a \$1000.00 deposit. A licensed caterer must be in charge of the kitchen throughout the event.

Barbara Llewellyn & Co.	510-832-1967	barbarallewellyn.com
Bella Terra Catering	510-420-0941	bellaterracatering.com
Blue Heron Catering	510-533-0781	blueheroncatering.com
Checkers Catering and Special Events	925-968-1121	checkerscatering.com
Classic Catering	925-939-9224	classiccater.com
Componere Fine Catering	510-420-0900	componerefinecatering.com
Culinary Excellence	925-947-1090	culinaryexcellence.com
Englund's Catering	925-609-5989	englundscatering.com
Haute Stuff Catering	925-229-0521	hautestuffbistro.com
Herbs & Spices	510-748-0423	herbsandspiceschef.com
Melons Catering and Events	800-729-6356	melonscatering.com
Miraglia Catering	800-992-2837	cateringandmore.com
New Delhi Bistro	925-376-3839	newdelhibistro.com
Sunrise Bistro & Catering	925-930-0122	sunrisebistrocatering.com
Terzetto Cuisine Café	925-376-3832	terzettocuisine.com
Valley Catering	925-460-0200	valleycatering.com
Wilma Lott Catering	925-372-8612	wilmalottcatering.com

POTLUCKS AND HOME PREPARED FOODS ARE NOT ALLOWED. Outside caterers who wish to cater at the Hacienda de las Flores & Pavilion must provide current copies of the following documents to the Recreation and Facilities Coordinator at least 60 days prior to the event:

(1) Business License (2) County Health Permit (3) Food Safety Certificate

FOOD THAT IS SERVED TO THE PUBLIC REQUIRES A TEMPORARY FOOD EVENT PERMIT FROM CONTRA COSTA COUNTY ENVIRONMENTAL HEALTH, see www.cchealth.org/eh

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MUSICIANS & DJs

Musicians, bands and DJs not on this list require a \$500.00 deposit.

ACOUSTIC MUSIC/ BANDS

Alban Trio (Flute/Piano/Cello/Violin/Guitar)	510-542-7517	carolalban.org
An Elegant Touch of Strings (Quartet/Trio)	925-625-4363	baysbest.com
Frederick Boette (Guitarist/Solo)	510-229-9494	guitarfred.com
Joe Escobar Quartet (Sinatra Style)	707-337-3319	joe-escobar.com
Jessica Siegel (Harpist)	925-937-4277	harpsetc.com
Kevin Toqe (Singer/Songwriter)	304-657-9037	kevintoge.com
Mark Simons (Guitarist/Duo/Quartet)	415-203-3015	marksimons.net
Mori Achen (Classical Guitar/Duo/Trio)	510-701-1717	guitarmusicartist.com
Violeto Trio	650-948-9366	violetotrio.com

DJs

21st Century Sounds	925-938-2858	21stcenturysounds.com
Denon & Doyle	800-944-9585	djay.com
DJ RyanO, Ryan Oettinger	415-686-2543	djryano.com
In the Mix Productions	510-214-3701	itmp.com
Mark Welch Entertainment	925-228-6275	www.mwedjs.com
Moments to Memories	800-670-1565	momentstomemoriesdj.com
Quantum Party Productions	800 940 - 9416	goquantum.co
Strawberry Fields	800-499-3460	strawberrydj.com
Verducci Entertainment Services	415-545-8635	verduccies.com
Weddings with Michael Peterson	925-370-0952	weddingswithmichaelpeterson.com

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OTHER VENDORS & SERVICES

The following local vendors are listed for your convenience. Deposit is not required for vendors not on this list.

PHOTOGRAPHERS/ VIDEOGRAPHERS

Bella Pictures	888-556-7590	bellapictures.com/rsvp
F8 Photography	650-430-0985	f8-photography.com
Gustavo Fernandez	415-766-2013	gustavofernandez.com
Ian Martin Wedding Photojournalism	510-654-7634	ianmartinphotography.com
Jennifer Baciocco Photography	650-576-5500	jenniferbaciocco.com
Lisa Duncan Photography	925-708-8936	lisaduncanphotography.com
Lynds Photography & Video	925 962-0180	lyndsphoto.com
Michael Loeb	415-717-1220	loebphoto.net
Misti Layne	415-225-1128	mistilayne.com
Eliot Khuner Photography	510-524-3569	khuner.com
Weddings on Film	415-342-2718	weddingsonfilm.com

CAKES

Alpine Pastry & Cakes	925-676-5800	alpinepastry.com
Katrina Rozelle Pastries and Desserts	925-837-6337	katrinarozelle.com
Le Gateau Elegant	925-937-2253	legateaelegant.com
Masse's Pastries	510-649-1004	massespastries.com
Republic of Cake	925-254-3900	republicofcake.com
Susie Cakes	925-299-0210	susiecakes.com

EVENT STAFFING

Best Beverage Catering	415-642-2410	bestbeverage.com
Pacific Coast Events	925-322-0227	pacificcoastevents.com
The Party Staff	415-273-7000	partystaff.com

LIGHTING

EVNTWRKS	510-984-1340	evntwrks.com
Impact Lighting	800-457-7501	impactsf.com
Quantum Party Productions	800 940 - 9416	goquantum.co

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FLORISTS

Anne Mendenhall Flowers	925-287-8142	annemendenhallflowers.com
Bouquetiere Floral Designs	925-209-6812	bouquetiere.com
Laura Miller Design	510-336-9226	lauramillerdesign.com
Megan Haney Designs	925-962-1119	meganhaneydesigns.com
Patricia Gibbons	510-527-3197	patgibbonsfloral.com
Susan Bell Florals	510-909-4565	
Sunshine Flowers	925-228-6123	sunshineflowers.com
Floral Arts Florist	925-284-5765	floralartsflorist.com

RENTAL EQUIPMENT

C & M Party Props	925-934-3181	cmparty.com
Chairs for Affairs	925-370-1300	chairsforaffairs.com
Classic Party Rentals	650-652-0300	classicpartyrentals.com
Elegance Party Rentals	925-798-0913	elegancepartyrentals.com
EVNTWRKS	510-984-1340	evntwrks.com
Standard Party Rentals	510-232-5030	standardpartyrentals.com
Gagnon's Party and Rentals	925-284-3000	gagnons.com
Grand Affair Party Rentals	925-275-1075	agarents.com
La Tavola Fine Linen Rental	415-440-3333	latavolalinen.com
Napa Valley Linens	510-788-4551	nvlins.com
Piedmont Party Rentals	510-632-3400	piedmontparty.com
Quantum Party Productions	800 940 - 9416	goquantum.co
Stuart Rentals	800-400-0543	stuartrental.com
Wally's Rental Center	925-685-1030	wallysrentals.com
Bright Events Rentals	707-940-6060	brightrentals.com

PHOTO BOOTHS

Magnolia Photo Booth Co.	415-608-6572	magbooth.com
Live Image Photo Booth	510-213-8504	liveimagephotobooth.com
Red Cheese	888-770-2266	redcheese.com