

Pavilion at the Hacienda de las Flores

May-October Friday/Saturday/Sunday Special Event Information and Contract

CONTACT INFORMATION

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

PAVILION

This classical style building with columns has one large room with an adjoining lounge. A semi-circular portico faces the patio & fully enclosed landscaped courtyard. There are no kitchen facilities.

Maximum capacity: Outdoors- 200 for ceremonies, 150 for receptions; Indoor- 80 standing, 50 for sit down dining.

HACIENDA DE LAS FLORES LAWN

The Hacienda lawn is available for ceremonies only, the Ladies Lounge inside the Hacienda are available for bridal parties to dress. *La Finestra at the Hacienda* restaurant operates out of the Hacienda building and restaurant customers may be on the grounds during scheduled special event rentals.

CATERING

The *La Finestra at the Hacienda* is the preferred caterer for Pavilion special events. *La Finestra at the Hacienda's* menu and pricing can be found at lafinestraristorante.com. A refundable deposit of \$1,000.00 is required if using an outside caterer. A licensed caterer must be on site in charge of food service.

RATES

NON-RESIDENT (CREDIT CARD)			MORAGA RESIDENT (CREDIT CARD)		
FRIDAY	SATURDAY	SUNDAY	FRIDAY	SATURDAY	SUNDAY
\$1,250.00	\$2,050.00	\$1,450.00	\$1,000.00	\$1,600.00	\$1,100.00
NON-RESIDENT (CHECK/CASH)			MORAGA RESIDENT (CHECK/CASH)		
FRIDAY	SATURDAY	SUNDAY	FRIDAY	SATURDAY	SUNDAY
\$1,200.00	\$1,200.00	\$1,400.00	\$950.00	\$1,550.00	\$1,050.00

Visa, MasterCard, checks or exact cash accepted ▪ 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 \$220.00 per hour for the front end/beginning of events only.

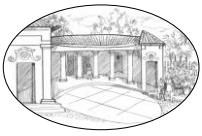
MORAGA RESIDENT RATES

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.

FEE INCLUDES

Bottom floor, patio, and lawn of Pavilion area, outer Hacienda lawn for ceremony, parking, one consultation meeting with Facilities Coordinator, a scheduled ceremony rehearsal (Monday-Thursday only), facility attendant available throughout the event, equipment listed below, and cleaning following the event.

- | | |
|---|---|
| (200) White Samsonite chairs | (10) 30" round cocktail tables |
| (15) 60" round dining tables (seats 8-10 ea.) | (6) Large ivory canvas market umbrellas |
| (17) 6'x30" rectangle tables | (2) 3'x3' card tables |
| | (1) 48" round table |



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HOURS

Package price includes eight (8) consecutive hours of choice on Friday/Saturday/Sunday between 9:00 am – 11:00 pm. Only one special event per day is scheduled at the Pavilion. 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.

REHEARSALS

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

RESERVATIONS & BOOKING PROCEDURE

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 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.



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ACCEPTANCE OF "AS-IS" CONDITION OF FACILITIES

PLEASE INITIAL EACH NUMBERED ITEM

- _____ 1. Lessee acknowledges that a full service restaurant operates out of the Hacienda building and use of the property is not exclusive. Restaurant customers may be on the grounds during scheduled special event rentals
- _____ 2. 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.
- _____ 3. 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.
- _____ 4. Lessee further acknowledges that some portions of the premises and facilities may be in a state of disrepair and deterioration.
- _____ 5. 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

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.
- _____ 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:
- 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.
 - 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.
 - 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.

RATES ARE SUBJECT TO YEARLY REVIEW/CHANGE BY THE MORAGA TOWN COUNCIL. (REV: 05/10/18)



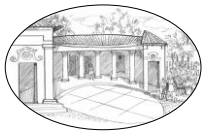
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POLICIES & RESTRICTIONS- Non-compliance will result in loss of security deposit.

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, 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. 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.
- _____ 5. The *La Finestra at the Hacienda* Restaurant is the preferred caterer for Pavilion special events. *La Finestra at the Hacienda's* menu and pricing can be found at lafinestraristorante.com. A refundable deposit of \$1,000.00 is required if using an outside caterer. **A licensed caterer must be on site in charge of food service.**
- _____ 6. **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 Facilities Coordinator at least 60 days prior to the event: Business License, County Health Permit, and Food Safety Certificate. There are no kitchen facilities in the Pavilion.
- _____ 7. Food that is **served to the public** requires a Temporary Food Event permit from Contra Costa County Environmental Health, see cchealth.org/eh
- _____ 8. 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 end one hour prior to end of rental period. Alcohol must be served from a designated bar or passed by catering/service staff, guest self-service is not allowed.**
- _____ 9. Bars/food service tables must be on the patio or indoors, guest dining tables may be placed on the lawn.
- _____ 10. A \$500.00 deposit is required if using a band, DJ, or musician other than those listed in the attached.
- _____ 11. Non-amplified music may be located indoors or outdoors. Amplified music and speakers must be indoors. **Music must end one hour prior to end of rental period.**
- _____ 12. 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, or aisle runner may be used on patio, not on the lawn. Decorations (other than flowers) require advance approval by Facilities Coordinator. Items may be attached to the columns or walls using painters tape only.
- _____ 13. Real flame candles are not allowed in restrooms or fireplace. Candles should be in glassware one size larger than the candle, top extending 1.5-2" above flame (ex. a votive in a tealight holder). Battery operated candles can be placed anywhere.



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- _____ 14. Children must not be left unattended anywhere on the premises or facilities. Playdough/clay, glue, and paint activities are not allowed.
- _____ 15. 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.
- _____ 16. 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.
- _____ 17. Final event arrangements (set-up plans) must be made in person with the Recreation & Facilities Coordinator three weeks prior to the event.
- _____ 18. Moraga resident rates and status applies to the Lessee and/or parents/guardians of the Lessee.

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

Address City/State/Zip Primary Contact Phone #

Primary Contact Email Address

Type of Event (ceremony, reception, corporate dinner, etc) Event Date

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Hacienda de las Flores and Pavilion

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.

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	kevintoqe.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. No deposit is 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