

PILGRIM CENTER MEETING ROOM POLICIES

TERMS OF AGREEMENT: PLEASE READ AND SIGN

The Pilgrim Center at Our Lady of La Leche National Shrine at Mission Nombre de Dios is a private facility and reserves the right to review events for purpose and content to determine if it is consistent with the mission of the Shrine & Mission. Reservations are confirmed only after a rental agreement is signed and deposit has been received.

Facility tours are available by scheduling an appointment with our Pilgrim Coordinator at 904.824.2809. Business hours are Monday through Friday from 9 am – 5 pm.

The Shrine & Mission assume no liability to you, your group or third parties for injuries, damages or otherwise that result from the use of the Shrine & Mission premises by groups, guests or participants unless it is a result of negligence by the Shrine & Mission, Shrine & Mission employees, agents or other guests not affiliated with your group. The sponsoring person or group, by the execution of the Shrine & Mission contract herein, assume said liability, and will hold the Shrine & Mission harmless of same.

AUDIO VISUAL AND TECHNOLOGY

The following items are available for complimentary use: projector, speaker system, microphones, and podium.

BOOKING AND DEPOSIT

A deposit of \$100.00 is required to confirm all reservations. Upon booking of an event, the responsible party will receive the rental agreement specifying the arrangements. This agreement is to be signed, showing that all policies will be adhered to, and the original copy returned with the deposit to the Pilgrimage Coordinator. A reservation is not confirmed until the deposit and agreement are signed and returned.

CANCELLATION

Cancellation notice received at least two (2) weeks prior to your event, will result in refund of any payments received. If the event is cancelled less than two weeks from the event, the \$100 deposit will not be refunded.

CLEANUP

To avoid a cleaning fee, we ask that meeting areas be left reasonably clean and in good order.

When not using a Shrine & Mission approved caterer, the renter/group, guests or participants are responsible for all cleanup, including the removal of all decorations and equipment brought in for their event at the end of the event and items brought in by others requested by the group. Unless agreed in writing by the Pilgrimage Coordinator, any decorations and equipment left on the premises become the property of the Shrine & Mission. The group is responsible for any leftover food and beverages at the end of the event. The lobby and parking lot must be left in the same condition as when you arrived.

COPIES

The Shrine & Mission is not equipped to provide photocopying. Groups should plan to do their own photocopying prior to arrival or use a commercial copy center in the area.

COUNT/ATTENDANCE

At the time of booking an event, an estimated number of attendees for the event are required. Updates in counts should be provided to the Pilgrimage Coordinator as soon as possible.

DECORATIONS

The Shrine & Mission does not permit the affixing of anything to our walls, floors, and ceilings of the rooms with nails, staples, tape, or any other material unless approval is given by the Pilgrimage Coordinator.

DRUGS, FIREARMS AND WEAPONS

These items are prohibited on the Shrine & Mission property.

FACILITIES DAMAGE FEE

Should your group accidentally or intentionally cause damage to any Shrine & Mission property; charges will be applied to your bill. Cost will be based on parts and labor required to repair or replace the damages. Groups will be charged an additional fee for cleaning/repainting required due to unusual damage, left by marks or graffiti which occurred during the event.

FOOD & BEVERAGE SERVICE

All food and beverage service must be provided by your group or an outside caterer. There are limited food and beverage supplies and services available from the Shrine & Mission. Outside food and beverages must be approved by the Pilgrimage Coordinator. Insurance coverage for outside caterers is required to be on file with the Shrine & Mission.

ALCOHOL SERVICE

The Shrine & Mission recognizes that some adult groups may desire to have alcoholic beverages available for socials as part of their retreat, workshop or seminar program. If you intend to have such a social, we ask that alcoholic beverages be restricted to designated social times in your schedule and that consumption be limited to the meeting space. Those consuming alcohol must be of the legal drinking age.

The Shrine & Mission assumes no liability to you, your group or third parties for injuries, damages or otherwise, that result from the use of alcoholic beverages on the Shrine & Mission premises by groups, guests or participants unless it is a result of negligence by the Shrine & Mission, Shrine & Mission employees, agents or other guests not affiliated with your group. The sponsoring person or group, by the execution of the Shrine & Mission contact herein, assumes said liability and will hold the Shrine & Mission harmless from same.

HOURS

All events are to take place during our regular hours of operation.

Monday-Saturday 9 am – 5 pm & Sunday 12 pm (noon) – 4 pm

Additional hours may be accommodated (we reserve the right to accept or deny) for \$50.00 per hour.

INCLEMENT WEATHER

At a minimum of four (4) hours prior to the event start time the Shrine & Mission reserves the right to cancel or relocate an event due to inclement weather at the Manager on Duty's sole discretion.

LIABILITY INSURANCE

Insurance is available through the Shrine & Mission if your organization is not covered. Certificate of Insurance for general liability coverage with minimum limits of \$1,000,000.00 with Shrine & Mission, Diocese of St. Augustine/Bishop Estevez as certificate holder. In the event that the group has a vendor/supplier coming to the event [D.J.s, bands, photography studios, etc.] the vendor must provide a Certificate of Insurance for general liability coverage also with minimum limits of \$1,000,000 with Shrine & Mission, Diocese of St. Augustine/Bishop Estevez as certificate holder at least 30 days before the event.

OVERNIGHT ACCOMMODATIONS

List of area accommodations available upon request.

PAYMENT

Payment for all services to be provided by the Shrine & Mission are required 30 days prior to the event unless arrangements have been made with the Pilgrimage Coordinator. Acceptable methods of payment are cash, check, cashier's check, or money order made out to Our Lady of La Leche National Shrine.

PERSONAL PROPERTY

The Shrine & Mission is not responsible for any loss or damage to personal property while utilizing the facilities.

PROMOTIONAL CONSIDERATIONS

We reserve the right to review and approve any signage, advertisements or promotional materials concerning your function, which specifically references Our Lady of La Leche National Shrine at Mission Nombre de Dios. We do not authorize the use of our images, logos, etc., without prior permission.

RETAIL MERCHANDISE

Sale of merchandise is prohibited unless approved by Shrine & Mission management.

SECURITY AND PARKING

The Shrine and Mission is a gated facility. The main gate is opened Monday – Saturday 9 am – 5 pm and Sunday 12 pm – 4 pm. *(As stated above there is additional charge for hours outside hours of operation).* Events outside normal business hours may require a special access code or additional security at your expense. The Pilgrim Center is always secured. Doors may be unlocked prior to the arrival time of your event provided someone is present in the lobby to greet your guests and be observant of those entering the building. The lobby should not be left unattended while doors are unlocked, and doors should never be propped open.

Park at your own risk. We are not responsible for theft or damage to your vehicle. Please lock your vehicle. Do not leave valuables in plain view.

SET-UP

Customized room diagrams may be arranged at the time of booking. Rooms will be set as specified at least two hours prior to the start of your event. Any changes to the room set-up should be communicated to the

Pilgrimage Coordinator as soon as possible. Any additional equipment needed must be approved by the Pilgrimage Coordinator and could incur an additional charge. Charges will be incurred for chair rental, set-up and teardown.

Chair Rental: \$2.50 per chair plus \$70.00 delivery fee
(BASED ON THE AVERAGE RATES FROM LOCAL RENTAL COMPANIES)

SMOKING

Smoking is strictly prohibited at the Shrine & Mission. All interior spaces and grounds are smoke-free.

SPEAKERS

The policy of the Diocese of St. Augustine states that any speakers, presenter, retreat masters, etc., coming from outside of the Diocese of St. Augustine MUST send a *Letter of Good Standing from their Diocese to the Chancellor's office for approval PRIOR to the event.*

STAFF

You will be provided with the contact information for the manager on duty on-site for your event, unless other arrangements have been made in advance with the Pilgrimage Coordinator.

TERMINATION OF EVENT

The Shrine & Mission management reserves the right to terminate any event during the course of set-up or at any time during the event if the facility, personnel, or any other interested party is considered, in the sole discretion of the manager on duty, to be in danger or harm. Should the Bishop of St. Augustine decide to hold an event when your event is scheduled,

Our Lady of La Leche management reserves the right to waive or modify its policies.

We trust that you have read and fully understand the terms and conditions of this agreement with the provisions set forth.

OUR STAFF IS BLESSED TO ASSIST YOU IN ANY WAY POSSIBLE TO ASSURE THAT YOU EXPERIENCE AT THE SHRINE & MISSION IS GRACE FILLED. GOD BLESS YOU!

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

STAFF SIGNATURE: _____

DATE: _____