



SAN RAMON CHAPEL | 1875

# SAN RAMON CHAPEL PRESERVATION COMMITTEE

## RENTAL REQUEST APPLICATION FOR CATHOLICS

San Ramon Chapel is a private, independent, historic chapel that is sustained solely through donations. The chapel and its patio are can be rented for private, religious ceremonies and celebrations – of any denomination. Rental income goes to the San Ramon Chapel Maintenance Fund. For any Catholic Sacrament by any Catholic officiant, special permission must be granted by the pastor of St. Louis de Montfort church, Fr. Aidan Peter Rossiter, as the chapel is not an official part of the archdiocese and he is required to approve it. **\* His signature of approval must be on the bottom of this form. Please do not turn in this form without his signature.**

**PLEASE NOTE:**

- The chapel is in use each Sunday at 10:15am for Catholic Mass by SLDM priests
- Maximum occupancy 120
- Public access to the cemetery to remain open daily from dawn until dusk
- Unless a San Ramon Chapel Preservation Committee Member is in attendance at your event, a “One Day Use” \$1,000,000 Rental Insurance Policy must be provided by the renter prior to the day of the event naming the chapel as beneficiary: San Ramon Chapel, 6601 Foxen Canyon Road, Santa Maria, CA 93454
- Cancellation Fees:
  - Full Private Ceremony: \$250 if 3 months prior to function; \$500 if 1 month prior to function
  - Limited Private Ceremony: \$62.50 if 3 months prior to function; \$125 if 1 month prior to function
- Make check payable to: San Ramon Chapel

Today’s date: \_\_\_\_\_

Print name of person making request: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date requested for use: \_\_\_\_\_ Time of use: from \_\_\_\_\_ to \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Function for use (please be specific & check box below): \_\_\_\_\_

**Full Private Ceremony**

Includes full-day usage of chapel and patio area (example: Wedding, Quinceañera, Vow Renewal, Memorial Service)

REFUNDABLE DEPOSIT TO LOCK-IN DATE: \$1,500 / DONATION FEE: \$1,000

**Limited Private Ceremony**

A short, simple, private ceremony held directly after Sunday, 10:15 Mass (example: Baptism)

REFUNDABLE DEPOSIT TO LOCK-IN DATE: \$1,500 / DONATION FEE: \$250

**\* SIGNATURE OF FR. AIDAN PETER ROSSITER:** \_\_\_\_\_

**WHEN YOU HAVE THE SIGNATURE ABOVE, SUBMIT BOTH PAGES OF THIS FORM TO:**

Liz Phillips, San Ramon Chapel Rental Agent

5872 Lady Bells Dr, Santa Maria, CA 93455 / cell: 805-878-3699 / email: lizabethp28@hotmail.com

**YOU WILL BE CONTACTED BY LIZ FOR BOOKING/CONTRACT.**



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## SAN RAMON CHAPEL PRESERVATION COMMITTEE

### LAND USE AGREEMENT/ CONDITIONS

PLEASE READ THOROUGHLY AND SIGN AT BOTTOM:

- 1) Groups, organizations or individuals wishing to use the San Ramon Chapel are responsible for cleaning after using the Chapel for an event. Any cleaning supplies and tools must be provided by parties wishing to use the Chapel. The use of any type of wax, stain or paint inside is prohibited as this is a historical landmark, it is very important that the appearance is not altered in any way.
- 2) The Chapel interior must be returned to the condition it was found in. The altar/altar cloth, statues, and pictures are not to be moved in any way. If you are having a Catholic Mass/ceremony, the priest must ask to use the Chapel's chalice, wine, communion wafers and anything else that he may need to borrow. You will be responsible for returning and making sure all is placed back where stored. The group, organization or individual that signs the Land Use Agreement will be responsible and there will be a fine deducted from the deposit if the items borrowed are not properly stored and returned.
- 3) Groups, organizations or individuals wishing to use the Chapel will assume full financial responsibility for any damage that may occur during their use of the Chapel. This includes damage to the interior or exterior, the structure, contents of the Chapel, the cemetery grounds and bathroom facility. Any damage should be immediately reported to the San Ramon Chapel Preservation Committee.
- 4) A key to the Chapel and grounds will be provided to the individual whose name appears on the agreement. That individual will be responsible for insuring that the Chapel and grounds are properly secured before leaving. The key is to be returned to the San Ramon Chapel Preservation Committee in a timely manner and to no other person or place unless otherwise previously agreed upon. Failure to return the key will result in a loss of the total deposit.
- 5) The Chapel is maintained by the San Ramon Chapel Preservation Committee, which is a nonprofit organization. There is not a fee for the use of the Chapel. However, we do request a donation from the group, organization, or individual to help with maintaining the Chapel and cemetery as outlined on the Rental Usage Request Form. In addition, we require a deposit along with the signed Land Use Agreement. All applications for the use of the Chapel must be approved by the San Ramon Chapel Preservation Committee. The primary function of the Chapel is for the celebration of Catholic masses, therefore the committee reserves the right to refuse the use of the Chapel for any function it deems inappropriate. All Catholic weddings being performed at the San Ramon Chapel must first be approved by the pastor of St. Louis de Montfort Church.

I agree to the terms in this Rental Application (Pg 1) & Land Use Agreement/Conditions (Pg 2)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_