TEXT CHANGES: (If necessary, reduce the font size to accommodate the page layout on 2 pages. Page two should only be the initials & signature.)

|  |  |
| --- | --- |
| **Current:** | **Change to:** |
| Facility access times – events with food service must add a minimum of 30 minutes setup & clean up. If you do not need access to the facility for set-up or clean-up, indicate (n/a). | Facility Access Times: For all events, the time the space is rented must include sufficient set up and clean up time. For the Sanctuary and the Cottage a minimum of 30 minutes setup and 30 minutes clean up time must be included in the time you rent the space. |
| **In the Large Table with rates:** | |
| Rental start time\* | Rental start time (remove asterisk) |
| Rental end time\* | Rental end time (remove asterisk) |
| (\*Add setup / clean up time to your start and end times.) | (Delete text) |
| Maximum Capacity: Sanctuary – 90; Cottage – 60; Purpose Room – 20; Ohana – 10 | Maximum Capacity: Sanctuary – 90; Cottage – 60; Ohana Room – 15; Purpose Room – 10 |
|  |  |
| Booking: This signed agreement and the deposit are required to reserve the date. Full payment must be made 4 weeks in advance. There is a 15% cancellation fee, and a 10% change fee. You will receive an email confirmation that your event is booked. | Reservation: A signed agreement and deposit are required to reserve the date. If your event is booked in advance, full payment is due 4 weeks before the event date. If the time is less than 4 weeks, full payment is due with the agreement. There is a 15% cancellation fee, and a 10% change fee. |
| **PAGE 2** | |
| Do not block any exits at any time. | Do not block any exits or stairs at any time. |
| Leave the room(s) furniture set according to this standard: Cottage: chairs stacked, tables folded and stored. Sanctuary: 40 chairs in rows of 10 with a center aisle. | Leave the room(s) furniture set according to this standard: Cottage: chairs stacked, tables folded and stored. Sanctuary: 50 chairs in rows of 10 with a center aisle. |
| Put all garbage and recycling from your event in the bins behind the Garden Cottage. If it does not fit into the bins, take it with you. Sweep/Mop any major spills on the floor. We will deduct cleaning service fees and/or deposal fees from your security deposit if you leave the room in unsatisfactory condition | Complete cleanup according to checkout list provided. We will deduct cleaning service fees from your security deposit if you leave the room in unsatisfactory condition. All garbage, compost, and recycling from your event most be separated per posted instructions. We will deduct disposal service fees from your security deposit if waste is not separated and disposed of properly. We highly recommend using paper plates and cups that can be composted without having to rinse or separate items. |
| NO SMOKING is allowed anywhere on the Home of Truth premises | NO SMOKING is allowed anywhere on the Home of Truth premises or within 20 feet of this or neighboring buildings. |

PROGRAMMING CHANGES:

1. Display date in US format: mm/dd/yy or mm/dd/yyyy.
2. Convert Rental Start time field(s) to drop down starting 9:00 am with half hour intervals and ending at 7:00 pm.
3. Convert Rental End time fields(s) to drop down starting at 10:00 am with half hour intervals and ending at 10:00 pm.
4. Change the calculation for “official use” field to be addition instead of subtraction. I will enter any discount as a negative number. For example

Sanctuary Fee: $300

Official Use -$30

Total: (Calculated) $270