

## **De Sousa House Rental Information**

Time: Subject to availability. Music ends by 11:00 pm. Clean & lock up by 12 midnight\*. Please remember to include set-up, take-down, cleaning time and checkout in the hours requested.

## Capacity: **120 guests.** *Strictly adhered to. Noncompliance will result in penalties.*

Tables / Chairs: 60" round tables & cushioned wood chairs.

Fee & Fee breakdown: Dependent on rental time.

Security Deposit (Refundable): Due at Contract Signing	\$ 500	\$ 500	\$ 500
Rental Fee:	\$2,250 <i>Full Day</i> 7 am. – 11 pm.	\$1,500 <i>Half Day</i> 12 pm 11 pm.	\$950 Evening Only 5 pm 11 pm.
Liability Insurance (estimated)	\$ 130	\$ 130	\$ 130
Cleaning Fee	\$ 175	\$ 175	\$ 175
Total	\$3,055	\$2,305	\$1,755

All fees are due 2 months before the date of the event. Payments can be made through Cash, Check (payable to Holy Spirit Church) or Credit/debit Card.

\*Additional fees will apply for late departures.

For more information contact: Peter (510) 456 4995 or <u>Peter@holyspiritfremont.org</u> 37648 Fremont Blvd. Fremont, CA. 94536.