

Request for Use of Comfort Cloisters and Rental Agreement

(Last revision on March 3, 2009)

**Thank you for considering Comfort Cloisters for your special event!
Please read the following eleven (11) pages. When officially booking your
event, please sign each of the total eleven (11) pages and provide a copy
with your original signatures to your Comfort Cloisters representative to
confirm and book your date.**

Rental Fees:

**For use of Chapel, Cloister Reception Hall and Cottage Bridal Bedroom and
Parlor only:**

Monday – Friday	(5 hour time block)	\$1,500
Saturday, 9am to 2pm	(5 hour time block)	\$1,800
Saturday 5pm to 10pm	(5 hour time block)	\$2,000
Sunday	(5 hour time block)	\$1,500
Holidays and Holiday Weekends		\$2,000

Any alterations to the time blocks are at the discretion of Comfort Cloisters.

Chapel only

Monday – Friday	(1 ½ hours time block)	\$ 500
Saturday before 4pm	(1 ½ hours time block)	\$ 800
Saturday after 4pm	(1 ½ hours time block)	\$1000
Sunday	(1 ½ hours time block)	\$ 500
Holidays and Holiday Weekends		\$1000

Additional Time

If available, additional time with guests may be purchased at the rate of \$200-\$250 per hour or any fraction thereof and/or \$100 per hour or any fraction thereof without guests per building. Additional time must be arranged and paid before or with the final security deposit or an additional 25% will be assessed.

Name of your event: _____

Date of your event: _____ Time Block for your event: _____

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Comfort Cloisters

The Cottage

The use of the Bridal Bedroom, parlor, and restroom are included for your pre-ceremony preparations. All belongings are to be removed prior to your exit before the ceremony. Lessee Property remaining in the cottage must have Comfort Cloisters' approval. Access to the cottage after the ceremony is at the discretion of Comfort Cloisters.

Comfort Cloisters is not responsible for personal items and valuables left in the cottage before, during and after your event's time block.

Comfort Cloisters' staff will respect your privacy in the Bridal Bedroom and parlor for one hour before your ceremony.

Deposits, Final Payments, and Security Deposit

Deposit to Reserve Chapel and Hall	\$500
Chapel Package	Paid in Full to reserve time block.

No time block will be secured without a deposit. Final payment for your time block is due no later than 90 days prior to your event date.

All deposits to hold a date and time block are non-refundable. Do not book and confirm a date and time block unless you are certain that you want to book your date(s) with Comfort Cloisters. In the event of cancellation, no refunds of your deposit, payments and final payment paid are possible. Your security deposit, if paid at the time of your cancellation, will be refunded.

Security Deposit	\$500
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The security deposit is due 14 days prior to your event and is fully refundable within 14 days after your event, providing there is no physical damage to all facilities, interior and exterior and the grounds of Comfort Cloisters during your event, which includes rehearsals, set-up, clean-up and departure. Please refer to the facility walkthrough sheet for all issues that could hinder your security deposit being refunded in full.

Any unpaid balance or additional fees incurred after the security deposit due date must be paid in cash or cashiers check.

Walkthroughs

A pre-function and post-function walk-through is mandatory for your event. A Comfort Cloisters designated coordinator and a designated person from your party must perform both walk-throughs and sign the release statement. The same parties from both Comfort Cloisters and your party must perform both the pre and post-walkthroughs. The pre-function walkthrough must occur when your Comfort Cloisters representative opens the property for your event. Failure to comply may result in forfeiture of the deposit. The walkthrough must occur no later than 1 hour prior to your contracted time block. If your designated person is not timely and causes delays of your pre-function and post-function walkthroughs, your security deposit will be charged for the extra time. It is not our desire or intentions to keep any of your security deposit. Our goal is to maintain a well-maintained and attractive property for future guests.

Allocated time within your time block

Access inside the facility gates for the bridal party and guests is only available at the start of the contracted time block with the exception of the cottage. (See below)

Chapel / Ceremony: One and a half (1 ½) hours inclusive of photography. Additional time before or after the 1 ½ hours provided will incur a fee. The main chapel doors will open 30 minutes prior to the scheduled ceremony.

Cottage: Access is provided one hour prior to ceremony. If available, additional time before the one hour provided is \$100 per hour or any fraction thereof.

Event: Please refer to your contract time block. If available, any time over the contracted time block is an additional \$200 per hour or any fraction thereof and \$250 per hour or any fraction thereof for Saturdays and holidays. Additional time is at the discretion of Comfort Cloisters.

Site-Visit

Contracted parties are provided one free site visit. Additional site-visits are \$50 for 45 minutes or fraction thereof and limited to ten people or less. Comfort Cloisters strongly recommends a site visit at least 90 days prior to your wedding. The objective of the site visit is for Comfort Cloisters' set up arrangements and to clarify expectations of vendors.

Rehearsals

A one hour rehearsal is free on Thursdays no earlier than 5:00 pm. Due to the potential to schedule an event for a Friday time block, A rehearsal at no charge the day prior to a wedding can not be guaranteed until six weeks prior to the date. If necessary, a one hour rehearsal can be scheduled for Friday no later than 3:00 pm for \$150. Any rehearsal extending beyond the one hour provided will be charged \$50 per quarter hour or any fraction thereof and permissible only at the discretion of Comfort Cloisters. Rehearsals are limited to access to the Chapel.

Comfort Cloisters Staff

A staff member or representative of Comfort Cloisters must remain present at all events. Comfort staff is not responsible for servicing any aspect of your food and beverage service, and they are also not responsible for spillage that might occur during your time block. This is your immediate responsibility and/or the responsibility of your licensed caterer and/or bartender.

Proper use of facility and furnishings *and set up (including rehearsals):*

Comfort Cloisters will set up all tables and chairs inside Cloister Hall. The licensed caterer is responsible for set up of all patio tables and furniture associated with the reception and returning all furniture to its designated location at the conclusion of the event. If the licensed caterer is unable to set up furniture outside, Comfort Cloisters will set up for a fee of \$50 per table.

No food or beverages are allowed in the chapel unless directly connected with the wedding ceremony (i.e. communion, etc.)

Furniture, including tables, chairs, pews, cabinets, furniture, sinks, etc... will not be used for anything other than its intended use. No standing will be permitted on chairs, pews, cabinets, furniture, etc... Anyone in your party, including decorators, photographers and entertainers must come prepared with their own stepladders, prep tables and equipment. No decorations, signage or devices to hang or strap from can be taped, nailed, screwed, strapped, glued, tacked, etc... to any surface, molding, wall, ceiling, furniture, etc... without prior approval from Comfort Cloisters management. No furniture or decorations can be removed or moved without prior authorization from Comfort Cloisters management at least 14 days prior to your event. If approval is granted by Comfort Cloisters management, only a Comfort Cloisters representative will handle all movement of furniture or decorations. Additionally, lessee is liable for all linens, decorations, and other items provided or rented by Comfort Cloisters. All set up arrangements must be finalized at least 14 days prior to your event. Changes and additions after the 14 days prior to your event will incur a fee.

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All Deliveries of furniture, decorations, flowers and perishables:

All Deliveries of furniture, decorations, flowers and perishables can not come onto Comfort Cloisters property prior to your contracted event. You are responsible for all items and the removal of these items no later than one and one half (1 ½) hours after your function time has expired. If additional time is needed, it must be arranged two weeks prior to your event and at the discretion of your Comfort Cloisters representative. Additional time beyond the one and one half (1 ½) hours provided after your function will be assessed at \$50 per hour, or a fraction there of. After the first hour at \$50, or any fraction there of, the fee will be \$25 for each additional half (1/2) hour, or any fraction there of. Arrangements for Comfort Cloisters' staff to meet with vendors or anyone connected to your wedding before or after the event will incur a minimum fee of \$50.

Antique Furnishings:

The antique furniture in the Chapel, Cottage and on the grounds of Comfort Cloisters is not to be moved or tampered with without supervision of a Comfort Cloisters representative.

Driving directions from San Antonio:

Comfort is 12 miles north of Boerne, Texas off of I-10 W. Comfort is an 1800's village on the way to Fredericksburg, Texas, a popular Texas Hill Country destination.

Take the US-87 BUSINESS COMFORT exit off of I-10 West.

Follow the exit as it curves to the left on US-87 / 27.

Turn slightly left onto TX-27 WEST towards Center Point. (0.6 miles)

Turn left on Eighth Street. (0.1 miles)

Turn right on the next street, High Street. You are in the heart of historic Comfort.

Travel 3 blocks to Fifth Street and take a left.

We are at the corner of Fifth and Main Streets.

Street parking around the gates of Comfort Cloisters is ample.

Parking:

There is no parking available on the grounds of Comfort Cloisters. There is ample street parking around the gates of the property and adjoining streets. Comfort Park, located directly across the street from Comfort Cloisters, has a large parking lot that can be rented for your function for a nominal fee through The Comfort Chamber of Commerce. Upon booking our facility, we will work with you to book the parking lot within Comfort Park, subject to availability, at your cost. Again, there is ample street parking.

Bird seed, rice, rose petals, confetti and candles:

No bird seed, rice, confetti or any other material or substance is to be used or thrown throughout the duration of your event that creates excessive cleanup or hazards. Silk flower petals may be used, provided that they are thoroughly cleaned up and do not stain floors, walls or fabrics. No open flame candles are permitted anywhere within Comfort Cloisters. No candles of any kind are permitted in the chapel. Comfort Cloisters management approval is required.

Security

Lessee will contract security through Kendall County Sheriff’s office (830-249-9721). At the time of this contract revision, the rate for security is \$25 an hour per officer with a four hour minimum. Kendall County may require more than one officer. Kendall County Sheriff’s Department suggests arranging security at least one month prior to your event.

Details of your event:

Comfort Cloisters reserves the right to approve all details of your event including any printed materials or new releases where Comfort Cloisters will be mentioned verbally or in print.

Equipment being brought into Comfort Cloisters compound:

All equipment brought into Comfort Cloisters compound is to have prior approval of Comfort Cloisters management. Vendors are to supply all materials for transporting items as well as protective mats when moving items on the floors and exterior pavement.

Clean Up and handling of debris

All trash, food, beverages and debris must be removed from the property within 1.5 hours following the close of your function. All trash and debris is to be taken off-site by your caterer, bartender and another party that you designate. Your caterer and or your party must supply all trash bags. Two 45-gallon trash cans are available on-site. Other trash receptacles needed must be provided by your caterer or by your own means. Any bags of trash left on the property will result in a charge of \$25 a bag from your security deposit. Comfort Cloisters provides service for all the restrooms and ample paper supplies. Excessive and unnecessary abuse of any of the restroom facilities will result in additional cleaning or maintenance costs from your security deposit. Additional facility cleaning required after the departure of vendors and guests may result in deductions from your deposit. Our desire is for all guests and vendors visiting our facility to treat all facilities respectfully.

No liquids or foods can be poured or dumped on the property. No oils, gases, grease, sterno or anything flammable for that matter, can be disposed of on Comfort Cloisters’ property. Your caterer must be prepared to take all hazardous and flammable materials and containers with them upon vacating the property.

Caterer(s)

Lessee is required to contract a full service caterer.

The caterer(s) used must be pre-approved by Comfort Cloisters at least 45 days prior to your event and will be required to present a copy of proof of insurance. Certificates of insurance are standard practice and easy to obtain from licensed caterers, vendors and bartenders.

Caterers are to keep the serving areas and all areas where food and beverages are being served and consumed free of spillage and debris. Caterers are to sweep and mop areas where food is served and consumed at the conclusion of the event.

Your caterer must provide your event with the tableware, flatware and glassware needed for your function.

Bottled propane gas is not permitted in or upon the grounds and facilities of Comfort Cloisters. Sterno may be used; however, your caterer must accept all liability. Outdoor cooking is permitted in designated areas, which must be left just as your caterer found them.

Chocolate fountains are not permitted.

Your caterer and vendors must have completed each item listed on our Food and Beverage Vendors Checklist within 1.5 hours of the end of your event unless other arrangements have been made with Comfort Cloisters management.

Caterers and other vendors are to enter through the rear entrance gates unless specified by Comfort Cloisters staff. Vendors are permitted access to the catering hall one hour prior to the contracted time block and must be pre-arranged with Comfort Cloisters. Additional preparation time may be purchased at the discretion of Comfort Cloisters.

Alcohol

TABC certified bartenders or caterers must handle and pour all alcoholic beverages. Those handling the administration of alcohol at your function must present to Comfort Cloisters a copy of their license and a certificate of insurance. Just as with your caterer and all vendors you hire, certificates of insurance are industry standards. Champagne can not be opened in the main dining room. Red wine is strongly discouraged. However, if you choose to provide red wine or fruit punch, all damages will be deducted from your security deposit. If damage occurs that exceeds your deposit, you guarantee your financial obligations as per the rental agreement.

Smoking

Smoking is NOT allowed anywhere within Comfort Cloisters property.

Children

Comfort Cloisters does not make any provisions for children. Children must remain with an adult at all times. Comfort Cloisters is not responsible for injuries that occur with or without adult supervision. The monitoring of children by Comfort Cloisters staff may incur a deduction from the security deposit.

Liability

Comfort Cloisters, its owners and representatives, either employees or contractors, hold no liability for your function, guests, personal property or property of the vendors you contract for your event. As the lessee, you accept all responsibilities and liabilities for accidents, damages or losses.

Comfort Cloisters is NOT responsible for theft, damage by fire, water, accident, acts of God or any other causes during the terms of this contract. It is understood and agreed that the organization or individual listed below as the lessee will hold officers, agents, employees and contractors of Comfort Cloisters harmless from any liability, suit, destruction, injury or claims caused by them, their guest or anyone associated with their event.

Music

All music must conclude in the interior of Cloister Hall by 11:30 pm with all doors closed. All outdoor music and/or music in the interior of Cloister Hall with the doors open must conclude by 10:30 pm. Lessee assumes responsibility of abiding by Comfort Cloisters rules. If a fee is incurred as the result of music, excessive noise (by your party and/or contracted vendors), or inconveniences of our neighbors, you will be responsible for all fees and fines. If music goes past the time stated, you will also incur a *minimum* fee of \$200.

Request For Use Of Comfort Cloisters and Rental Agreement

Comfort Cloisters is available for special events and functions. Designated time periods are contracted to the lessee and are limited to the event stated below (page 9 of 11).

Comfort Cloisters cannot hold dates. The lessee must have a signed **Request for Use of Comfort Cloisters and Rental Agreement** between the lessee and Comfort Cloisters to be officially contracted for your special event or function(s).

IMPORTANT: Please read the **Request for Use of Comfort Cloisters and Rental Agreement** before completing this form.

Name: _____
(Lessee MUST be 18 years of age or older)

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Type of Function: _____

Name of Function: _____

Date of Function: _____

Estimated Attendance: _____

Starting Time: _____ Departure Time: _____

Page 9 of 11 Sign and date: _____
Comfort Cloisters

Packages:

_____ Complete use of Comfort Cloisters
Including Chapel, Cloister Hall, Patio and Cottage Bridal Bedroom and Parlor
(for pre-function use only)
Price as per the date and time period selected: _____

_____ Use of Chapel only
Price as per the date and time period selected: _____

_____ Cloister Reception Hall only (inquire as to price and availability)
Price as per the date and time period selected: _____

Name of Caterer Selected: _____

Name of other Vendors who will be contracted for your event: _____

I agree to abide by all regulations set forth in the **Request for Use of Comfort Cloisters and Rental Agreement**. I have attached a copy of the **Request for Use of Comfort Cloisters and Rental Agreement** and have signed and dated each of the eleven (11) pages.

Lessee Name: _____

Lessee Signature: _____ Date: _____

Lessee Name: _____

Lessee Signature: _____ Date: _____

Comfort Cloisters

Name: _____

Signature: _____ Date: _____

*Make all payments to **Comfort Cloisters**.*

Please forward the signed **Request for Use of Comfort Cloisters and Rental Agreement** to:

John Limon
Comfort Cloisters
P. O. Box 12066
San Antonio, TX 78212-0066

info@comfortcloisters.com

jalimon123@aol.com

Thank you for choosing Comfort Cloisters for your special event!

For more information, contact us at:

Telephone (210) 832-0260

Fax (210) 832-0261

Email info@comfortcloisters.com