



**Angela Center**  
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## **INFORMATION SHEET FOR ORGANIZATION - PROVIDED FOOD SERVICE**

**Angela Center** is a non-profit learning and retreat center sponsored by the Ursuline Sisters, a Roman Catholic community of religious women. As a community resource for adults involved in the spiritual journey, we promote conscious commitment to ourselves, our human family, and our planet. Angela Center is available to 501 (c)(3) church, educational and professional helping groups. Angela Center is not available to commercial, profit-making or sales promotion groups or for social nor for recreational programs.

**The Facilities:** Angela Center, Ursula Hall, or Brescia Hall may be booked for weekday or weekend dates and are open for either residential or non-residential (day use) programs.

**Residential Programs** (groups using overnight accommodations) are scheduled on the basis of the type of accommodation desired, the number of persons attending and needed meeting rooms.

**Angela Center Retreat Rooms:** Each of the 24 rooms has twin beds and a sink. The rooms may be used as singles or doubles. The minimum for booking is 24 or the financial equivalent. **Ursula Hall:** All of the 37 rooms have a single twin bed and a sink. The minimum for booking is 24 or the financial equivalent. **Brescia Hall:** Each of the 18 rooms accommodates up to three persons, in twin or rollaway beds. Brescia Hall is available by special arrangement only in conjunction with either Angela Center or Ursula Hall. The minimum number for booking is 10 or the financial equivalent.

**Meeting Spaces: Angela Center:** Lounge comfortably seats up to 80, the Studio accommodates up to 40, the Garden Room accommodates up to 20; the Chapel accommodates 70. **Ursula Hall:** Mary Kevin Room comfortably seats up to 40 people; the Cecilia Room and the Mary Peter Room each accommodate 20; the Chapel can accommodate 250. Both Chapels are open to all guests, but for group use must be reserved in advance.

**Day Use Programs:** may be scheduled for weekdays, the entire day, or part of the day or evening. Occasional Saturday or Sunday openings are available.

**Planning a Program:** Your Organization should choose a Conference Organizer to make reservations, to be responsible to Angela Center for confirmation, all arrangements, including final counts and billing. If you are planning a program for the first time, you may wish to consult our staff in the initial stages.

**Surrounding:** Quiet time may be spent exploring the gardens or the terrain in nearby meadows and hills. Dress is casual. The climate is mild and sunny; mornings and evening are cool. **NO PETS** are allowed.

**Children:** Angela Center does not provide facilities for or assume liability for children.

**USE OF KITCHEN/DINING ROOM FACILITIES:** Organizations doing their own cooking using the kitchen and dining room facilities must provide a Licensed Food Manager who is responsible for must be actively supervise the kitchen and dining room facilities at all times during all food preparaton and food service periods. *This Licensed Food Manager is responsible for ensuring Health Department Food Safety and Handling Codes are observed and followed.* Additionally, *Use Instructions for Angela Center Kitchen, Pantry and Laundry Room* (attached) or *Use Instructions for Ursula Hall Kitchen, Pantries, and Laundry Room* (attached) are to be followed and constitute part of the contract. **Angela Center is the sole arbiter as to whether these instructions are followed. Failure to do so may result in termination of continued use of the cooking facilities during a current event and may result in termination of future use of Angela Center facilities for additional contacted events as covered by contract. Should the use of the cooking facilities be terminated, Angela Center makes no representation that it will then provide food service for the group.**

**KITCHEN INVENTORY:** A charge of \$25.00/hour applies for the Angela Center staff to take opening and closing inventory.

**ON - SITE MANAGER/COORDINATOR:** is the liaison between the group's participants, the Licensed Food Manager and Angela Center staff and for the Organizaiton's contractual responsibilities to Angela Center.

*A \$800 Security Deposit* is required for the use of the facilities which will be returned if the facilities, equipment and supplies are left clean and in order. Failure to do so will result in additional charges. At the organization's expense, an inventory of all kitchen equipment and supplies is to be made at the beginning and closure of an event. An at-cost plus 15% replacement charge will be made for missing and or damaged items. The determination of loss or damage to equipment, supplies, furnishing or facilities is the prerogative of Angela Center.

**SET-UP/TEAR DOWN/FURNITURE MOVING:** a charge of \$165.00 applies for Angela Center staff set-up, or tear down or for moving furniture.

**TO CONFIRM A RESERVATION:** the group Conference Organizer must send a completed Facilities Use Contract with deposit. The deposit is 50% of the estimated total cost and is due at the time of reservation. One week in advance of the scheduled event, the Conference Organizer must submit information as requested by Angela Center. *The deposit, less a \$50.00 handling fee, may be refunded up to four months in advance of the scheduled date. The deposit is non-refundable after that date. Cancellation within one month of the scheduled date will result in a billing for an additional 25% of the total estimated cost.*

**FINAL BILLING:** is based on the guaranteed meal count, additional guests, the number of room reservations, and /or additional services. Unless arranged in advance, no adjustment is made for late arrivals or early departures. The bill is sent directly to the Conference Organizer. Angela Center does not bill individuals or accept credit cards.

**WHILE YOU ARE HERE:** there is wireless computer service available in several areas of the main Angela Center building and in Ursula Hall. Angela Center assumes no responsibility for items left behind. No storage space is provided for either the Organization's or personal belongings.

**TRANSPORTATION:** San Francisco and Oakland Airports are serviced by the Airport Express to Sonoma County Airport, 3 miles from Angela Center. Horizon Air has limited air service into the Sonoma County Airport. Golden Gate Transit provides service between San Francisco and Santa Rosa. Taxi Service is available from both terminals. *Transportation is the responsibility of the Conference Organizer, not the Angela Center.*

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