

Malibu Pacific Church

Event Planning Guide

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We are honored that you are exploring Malibu Pacific Church for your event and/or rental needs and we want to make sure that your event is the best that it can be. Here is what Malibu Pacific Church has to offer in various spaces and equipment for your special day.

If you have any questions or need additional information, please contact Brittany Howell at admin@malibupacific.church and we will be happy to help you.

Church Facility Details

Sanctuary/Auditorium

The Sanctuary/Auditorium can accommodate 200 guests.

Indoor Event Space 1: (Main Floor)

Large Single Room with banquet seating and approximate capacity 90.

Indoor Event Space 2: (Bottom Floor)

Multiple Medium Size Rooms with a capacity of 55.

Patio/Lawn Space: (outdoors uncovered)

Approximate capacity 200.

Parking Lot

104 parking spots and 4 handicapped spots.

Scheduling Your Event

To start the process, please email us at admin@malibupacific.church. Someone will connect with you to discuss details. You are also welcome to come in person to speak with someone in the office during regular business hours.

Please be prepared to answer questions regarding the date and time of your event, approximate number of guests, and the spaces you would hope to use.

Please note: the maximum number of guests can not exceed 200.

Planning Your Event

MPC Facilities Staff

Our facilities staff consists of the Onsite Host, Production Technicians and Custodian:

Onsite Host

The Onsite Host must be onsite anytime someone is on the campus. They are not an event planner, but they are here to direct and assist your needs while on campus. They only orchestrate aspects of the event related to facility usage, including unlocking and un-arming the buildings, monitoring A/C, etc.

Production Technician

For events conducted in the sanctuary, you **must use** our trained Production Technicians for the use of any of the technology. The MPC Production Technicians have been educated and trained in our technical systems and can provide audio, visual, livestream, lighting, graphic design, video editing, audio capture, and video capture depending on the needs for your event at an additional cost. All Production needs (# of mics, video presentation, clearing the stage, what is needed for your event, etc.) must be communicated to the Production Technician 30 days prior to the event.

Custodian

The Custodian must be present for the last two hours of the event as well as two hours after the event. They are also *recommended* to be present when food is served, to assist with things such as trash removal.

Insurance Requirements

Liability insurance certificates of a minimum of \$1,000,000 naming Malibu Pacific Church as an Additional Insured are **required of all event hosts, vendors and rental companies**.

Outside Vendors

Event hosts are responsible for informing Malibu Pacific Church about every vendor that will be on-site and provide Vendor Insurance.

Parking

There are 104 parking spots, and 4 handicapped spots. The Facilities Host can assist in adding more handicapped spots if requested. Please be aware of parking limitations, and depending on guest count, please encourage guests to carpool where possible.

Decorations

- No damage may be done to the church décor or furnishings. Church plants must remain in the location determined by the church only.
- No nails, screws, tape or wire in decorating may be used. We recommend pipe cleaners or blue tape. Also, plastic must be placed under flower arrangements on all tables in the Sanctuary.
- No heavy-duty tape may be used on the furnishings, walls or floors.
- Flameless candles are encouraged. If you desire to use real candles, they must be placed on a solid surface (not on the carpet floors or aisle) inside of a hurricane/vase or with a firm plastic covering underneath to capture the wax.
- Plastic must be placed under flower arrangements.
- No decorations may be placed in unauthorized locations. Please, do not move or remove any item in the Sanctuary. Any Easter or Christmas decorations must be left in place.
- All decorations must be removed on the same day as the event unless approved by the Facilities Host.
- All rentals must be cleared and picked up immediately following the event.
- The event host may be required to rent a generator due to limited electrical capability on the patio/lawn.

Food & Beverages

Arrangements to use the kitchen facilities need to be requested in advance and will be an additional fee depending on the spaces that are rented. Access to the kitchen/fridge is subject to availability. All food must be cleared out of the kitchen immediately following the event, and it is the responsibility of the event host to ensure the kitchen is cleaned and put back in order.

Alcohol Use Policy

The use of alcohol at events hosted on church property is permitted only with prior approval and must comply with the following requirements:

1. Event Insurance with Liquor Liability

The event host must obtain **event liability insurance that includes liquor liability coverage** for the duration of the event.

- The policy must have minimum coverage of \$1,000,000 per occurrence
- The church must be listed as an **additional insured** on the policy
- A Certificate of Insurance (COI) must be provided no later than 14 days prior to the event

2. Compliance with Laws

All alcohol services must comply with applicable local and state laws, including those set by the California Department of Alcoholic Beverage Control.

Alcohol may not be served to minors under any circumstances. The event host assumes full responsibility for the lawful distribution and consumption of alcohol during the event.

3. Right to Refuse or Revoke

The church reserves the right to deny or discontinue alcohol service at any time if these requirements are not met or if alcohol use is deemed unsafe or inappropriate.

4. Assumption of Responsibility

By hosting an event with alcohol on church property, the event host agrees to assume all liability associated with alcohol service and consumption and agrees to hold the church harmless from any related claims or damages.

Noise Restrictions

Due to the City of Malibu noise ordinances, receptions must end no later than 10 pm.

In accordance with City of Malibu regulations, all events must observe quiet hours between 10:00 PM and 7:00 AM. During this time, amplified music, loud conversations, and other noise must be reduced to a level that will not disturb neighboring properties. Failure to comply may result in the event being ended early.

Amenities at Malibu Pacific Church

Malibu Pacific Church has the following amenities you can use for your event:

- (7) 60" Round Tables
- (3) 72" Round Tables
- (8) 8' Rectangular Tables
- (6) 6' Rectangular Tables
- (4) 4' Rectangular Tables
- (113) Gray Folding Chairs
- (60) White Wood Folding Chairs
- (1) Wooden Lectern/Podium
- (5) 10' Farm Tables

Note: These items are available free of charge, however, that does not include the set-up. If you need someone to help with that, it will be an additional charge of \$150/hour.

All other décor, including linens, must be provided by the event host.

All other equipment, including speakers, generators, amplifiers, etc. must be provided by the event host.

Fee Structure for Facility Rental

WEDDINGS

Facility Area	Fee
Sanctuary & Patio/Lawn	\$6,000
Sanctuary	5000
Patio/Lawn	5000
Indoor Event Space 1 (Large Room)	1,000
Indoor Event Space 2 (Medium Rooms)	500
Kitchen Use	100
Tables and Chairs (not including setup)	Included
Reservation Deposit*	500

Personnel	Fee
Onsite Host	\$150/hr
Production Technician (Required for Sanctuary use)	\$150/hr
Custodian	150/hr
Pastor	600

GROUP EVENTS

Facility Area	Fee
Sanctuary & Patio/Lawn	\$2000
Sanctuary	1500
Patio/Lawn	1500
Indoor Event Space 1 (Large Room)	750
Indoor Event Space 2 (Medium Rooms)	500
Kitchen Use	100
Tables and Chairs (not including setup)	Included
Reservation Deposit*	500

Personnel	Fee
Onsite Host	\$150/hr
Production Technician (Required for Sanctuary use)	\$150/hr
Custodian	150/hr

MEMORIALS

Facility Area	Fee
Sanctuary & Patio/Lawn	\$1800
Sanctuary	1200
Patio/Lawn	1200
Indoor Event Space 1 (Large Room)	500
Indoor Event Space 2 (Medium Rooms)	300
Kitchen Use	Included
Tables and Chairs (not including setup)	Included
Reservation Deposit*	500

Personnel	Fee
Onsite Host	\$150/hr
Production Technician (Required for Sanctuary use)	\$150/hr
Custodian	150/hr
Pastor	600

- **If you are onsite, Onsite Host must be present.** This includes both setup and tear down.
- Production Technician is required for sanctuary use.
- All final payments including Facility Costs, Onsite Host, Pastor, Custodian and Production Technician will be paid directly 7 days before the event.

**Deposit is non-refundable and will go toward total Facility Cost.*