

RENTAL AGREEMENT

St. Mary's Catholic Church agrees to allow:

NAME _____ TELEPHONE _____

ADDRESS _____

To rent all or part of the Parish Center on _____ from _____ to _____

for _____

() **Bar Area:** \$ _____ rental fee; 50 person maximum. **TIMES** _____ to _____ (Rental price is for six hours on day of event. Anything over 6 hours will be charged at \$25.00 per hour.)

() **Bar Area and Hall:** \$ _____ rental fee; 400 person maximum. **TIMES** _____ to _____ (Rental price is for six hours on day of event. Anything over 6 hours will be charged at \$50.00 per hour.)

Number of people anticipated: _____ EVERYONE MUST BE OUT OF THE BUILDING BY 12:30 am.

Will you want alcohol to be served? Yes _____ No _____

Fees: One half of the rental will be due at the time of signing the contract. The other half of the rental will be due 30 days before the event. If written notice of cancellation is provided 90 days prior to the event date, the rental fee paid will be refunded. Any written notice should be sent to: St. Mary Catholic Church, 101 S. Meyer, Valmeyer, Il. 62295

Bar: All alcohol must be purchased through St. Mary's Catholic Church. Alcohol will not be served after midnight.

Deposit: A cleaning deposit of \$100.00 for the whole hall or \$50.00 for the bar area will be required, due at the time of the last installment of the rental charge. This deposit will be refunded to the renter provided all trash is picked up and put into trash cans and the premises is left in reasonable order. A self-addressed stamped envelope is required to return the deposit.

Kitchen: The kitchen area is available for minimal food prep only. Any use of the refrigerator should be discussed with the hall coordinator one month in advance. The stove and other supplies in the kitchen are not for use.

Insurance Requirements: User must have liability insurance to cover the event. If the user is an organization, a Certificate of Insurance is required. If the user is a person, written confirmation from their insurance provider stating the event is covered, is required. Otherwise, insurance for a one time event can be purchased through the diocese for \$95.00.

Any special accommodations or requests should be discussed with the hall coordinator in advance.

WE RESERVE THE RIGHT TO PROHIBIT OR TERMINATE ANY FUNCTION OR ACTIVITY DEEMED TO BE HARMFUL, DANGEROUS OR DETRIMENTAL TO THE INTEREST OF ST. MARY PARISH.

As user of the facility at 116 W. Woodland Ridge, Valmeyer, Il., the undersigned agrees to protect, indemnify and hold harmless St. Mary's Parish and the Catholic Diocese of Belleville from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property; the undersigned further agrees to protect, indemnify and hold harmless St. Mary's Parish and the Catholic Diocese of Belleville from any and all claims, cost or expenses arising from any failure of the user in any respect to comply with or perform all requirements or provisions of this agreement, or of any applicable law or ordinance, during the period of use. The user agrees to assume responsibility for any damage caused to the premises due to the negligent or willful conduct of anyone on the premises for the users event. The user further agrees to follow and be bound by the hall regulations which are attached to this agreement.

Signed: _____ (User) Date _____

First half of rental price: \$ _____ Date paid _____

Cash _____ or Check # _____

Received by _____

Insurance: \$95 thru Diocese – Date paid _____ Check # _____

Homeowners policy # _____

Cleaning Deposit: \$ _____ Date paid _____

Cash _____ or Check # _____

Received by _____

Second half of rental price: \$ _____ Date paid _____

Cash _____ or Check # _____

Received by _____

Cleaning Deposit returned: \$ _____ Date mailed _____

Check # _____

ST MARY CATHOLIC CHURCH
PARISH CENTER REGULATIONS

1. We expect all groups and individuals who use the hall to do so with respect and responsibility. Inappropriate language and/or behavior are not acceptable.
2. Use only the part of the hall that you have rented.
3. No outside alcoholic beverages may be brought into the hall.
4. The entire facility is smoke-free.
5. No pets except bona fide service animals are permitted in the hall.
6. No open flames are permitted. Candlelight must be in glass containers.
7. No tape, tacks, nails, staples, or adhesive of any kind are allowed on any part of the hall. No items should be attached that could leave permanent marks or damage.
8. No abrasive materials such as sand, salt or rice are allowed in any form including balloon bases.
9. No decorations may be attached to the ceiling fans.
10. The hall does not provide such items as reserve signs, extension cords, tape, scissors, to-go containers, etc. Please bring your own supplies.
11. Any times for decorating, cake set-up, florist delivery, etc. must be scheduled in advance with the hall coordinator. If another event can be scheduled for the day before the event, a charge of \$100 is required to reserve that day before. If more than four hours is required there will be an additional charge of \$25 per hour.
12. All personal belongings should be removed at the end of the event unless other arrangements have been made prior to the event.
13. Users will be held responsible for any loss or damage to the hall that occurs during the facility usage. Any damage should be reported as soon as possible. The user assumes liability for injuries to persons attending the event and for damages or loss of user's and/or hall's property.
14. All trash should be collected and put into trash cans immediately after the event and the premises left in reasonable order for the deposit to be refunded.
15. No alcohol will be served after midnight and everyone should be out of the building by 12:30 am or end of scheduled time.
16. Nothing is to be taken off the walls without approval of the hall coordinator.