

ST. STANISLAUS CATHOLIC PARISH
9175 FM 1371
Chappell Hill, Texas 77426
(979- 836-3030)

PARISH HALL RENTAL AGREEMENT

I. INTRODUCTION

The Pastor and leadership of St. Stanislaus Catholic Parish in Chappell Hill, Texas, are happy to make available to Parishioners and other clients this renewed parish hall, to use for activities, which are not contrary, whatsoever, to the doctrine and moral principles of the Catholic Church. Any activity that could be considered contrary to the beliefs or morals of the Catholic Church will be denied. All doubts in this regard, shall be definitively decided by the local Parish Priest.

The parish hall can be rented for wedding/anniversary receptions, family/school reunion, parties, funeral receptions and other social occasions, with the maximum of 450 guests.

Only the person in charge of the hall is authorized by the leadership of St. Stanislaus Parish to be in contact with the renter throughout the event. Any doubt or controversy should be brought to the Pastor who will try to find a just and reasonable settlement.

Please carefully read these rules, regulations and conditions so you can understand them and abide by them. We assume you will properly maintain this parish property.

Two copies of this agreement must be made. One will be given to the renter and the other will be placed in the parish office.

II. FEES

1. The booking and rental fee is for one event only as detailed in this agreement. The deposit is due at the time of the booking.
2. The rental fee must be paid in full at least three weeks prior to the event; otherwise the booking will be considered cancelled by the renter, even if further notice has not been received from said renter.
3. Deposit fees: Signing of this agreement and a deposit of \$600.00 is required to reserve the parish hall. The deposit is non-refundable if the contract is cancelled less than two weeks before the contracted event. **The deposit is not part of the rental fee.** It will be returned to the renter within 7-10 business days in case of the designated period for advanced cancellation or after event, if there are no damages and the grounds and parking lot are left clean.
4. Active and registered members of the St. Stanislaus Parish of Chappell Hill can receive a special discount as indicated below for their personal events and functions. A parish member may not rent the hall in their name at the reduced rate for other non-member individuals, nor for family reunions or parties given by businesses, firms or companies. An active and registered member

of this Parish is considered a person or a family with children under the age of 25, still dependent on the parents, who have been registered here for at least two years and who regularly attend church services and support the Parish by their contributions as evidenced through/from their collection envelopes and other sources.

5. Receptions directly following funerals taking place at St. Stanislaus Church for deceased members of this parish are free of charge. This also includes elderly parishioners who had been living in a Nursing Home. One of the relatives of the deceased person must sign a proper agreement and take responsibility for correctly following specified rental rules.
6. This church facility may not be rented for profit making events or political campaigns unless prior approval is granted by the Pastor and the Parish Council.
7. Parish and other Catholic charitable organizations, e.g., Altar Society, KJT, Fifty-Plus, Knights of Columbus, can rent the Hall for their own private parties or functions for the fee determined by the Parish Council after the consultation with the Parish Hall Committee. If the event should be regularly repeated for a longer period an additional written reciprocal agreement must be made.
8. The rental fee covers the heating/air conditioning expenses and janitorial services in support of the contracted event. The person renting the hall is responsible for general cleaning of the hall, kitchen area and putting all trash in the dumpster behind the hall after the event.
9. The counters and floors should be left clean. If food or drink spills occur and necessitate professional cleaning, the client will be charged an additional fee to cover the costs.
10. Cancellations should be made by contacting the person in charge of the hall or the church office during the office working hours and upon returning this contract agreement.
11. Regular rental fee does not include time needed for set-up or decorations on the day before the event. This must be arranged separately with the person in charge of the hall for additional fee of \$25.00/h.
12. On the day of the event the hall can be opened, as it is convenient to the renter, but not earlier than 8:00 AM. An event must be over no later than 11:00 PM. An additional hour can be allowed for renters to clean and reorganize the hall, to its original state. Any additional time needed for pre-party set-up or delay in post event cleaning must be arranged in advance with the person in charge of the hall, with additional payment of \$25.00/h.
13. It is recommended a security officer be hired and the cost is to be paid separately by the renter. The renter shall also pay any costs connected with damages or if it is necessary to enforce the rules and regulations caused by renter's employees, agents, guests or invitees.
14. Liability Insurance is required if alcohol is served and is to be paid separately by the renter. A copy of the renter's liability policy must be provided and filed in the parish office.

III. PAYMENTS:

1. Rental fee:	\$850.00	Paid date	ck. n.
2. Rental fee for an active parishioner:	\$700.00	Paid date:	ck. n.
3. Rental fee Half-day (six hours or less):	\$300.00	Paid date:	ck. n.
4. Deposit:	\$600.00	Paid date:	ck. n.

Additional time and services required for which additional fees of \$25.00/h must be paid:

- 1) _____
- 2) _____
- 3) _____

Total of additional payments: \$ _____

Paid date:

ck. n.

IV. EQUIPMENT

1. Depending on the kind of event described in this agreement, you may arrange tables and chairs, decorate, and use the kitchen facilities. You may use the coffeepot, stove, microwave, freezer and refrigerator.
2. Decorations may not be hung from the ceiling, A/C ducts, or walls. Birdseed only may be used outside the hall. No rice, confetti or glitter allowed anywhere. No nails or any type of fasteners such as staples, tape, thumb tacks etc. shall be used on the walls, ceiling or tables and chairs.
3. Any additional tables or chairs brought into the hall, must be marked with the owner’s name and inspected by the Parish Hall representative, when brought in and removed.
4. You must furnish your own utensils and kitchen supplies (towels, detergent, containers to remove leftovers, etc.). Items missing from the hall after the event will be deducted from the deposit.
5. The cleaning of the kitchen area (this includes cabinet tops, stove, sinks, microwave, coffee urn) and removal of the trash from the kitchen is the responsibility of those renting the hall. Otherwise, our maintenance crew will clean the facility for an additional fee of \$200.00.
6. The renter is responsible to provide cutting boards and utensils for food preparers to cut meat or any other food. Do not use the tabletops to cut meat or any other food, they are not cutting boards. Any damage to the facility or equipment during the event will be reported to the renter, who will be charged for damages.
7. During the event, no food or drinks may be consumed outside the hall on the grounds. The renter is responsible for verifying that the parking lot, grounds and hall are clean before leaving after the event. Any leftover food or drinks left after the event, will be promptly disposed by the cleaning crew.
8. The person renting the hall is responsible for seeing that guests do not sit or dance on the tables.
9. The facility is Smoking-Free. Smoking is only allowed outside in a designated area.
10. If anything is found out of order or not working properly, this must be reported to the person in charge of the hall, so the needed corrections can be made.

V. SUPERVISION ETC.

1. If there are children at the event, they must have adult supervision with them always, especially if they play outside.
2. There is ample parking in the lot adjacent to the hall. Please do not park vehicles on the grass. Vehicles may load and unload in front of the hall or at the back door.

VI. ALCOHOLIC BEVERAGES

RULES AND REGULATIONS FOR CONSUMPTION OF ALCOHOL FURNISHED BY ST. STANISLAUS PARISH HALL ADMINISTRATION

Texas Alcoholic Beverage License requires the following rules to be observed very strictly:

1. All beer, wine and soda water must be purchased from the hall. Beer is sold by **can ONLY**. Payment in full is due at the closing of the bar.
2. **NO HARD LIQUORS** (e.g., whiskey etc.) may be sold in the hall for any reason. Champagne fountains may be used.
3. If these rules are not strictly observed by everyone in the group renting the hall, the parish could either lose the beer and wine license or could be fined by the Texas Alcoholic Beverage Commission.
4. If the church representative becomes aware of a situation where someone from the group has become disruptive, the person renting the hall will confront the disruptive person. If this problem continues, more drastic measures will be taken gradually, e.g., the civil authorities will be contacted, the event will be closed and everyone asked to leave. There will be no refund of rental or deposit fees in such a case. Moreover, the renting party will be charged for any damages incurred.
5. The kind and cost of beer, wine and soda will be determined before the time of the event.
6. Only the hall's regular bartenders can work in the bar. **NO OTHERS ARE PERMITTED BEHIND THE BAR FOR ANY REASON** (this includes children or relatives of those working in the bar.)
7. **NO ONE UNDER THE AGE OF 21 WILL BE ALLOWED TO CONSUME ALCOHOL IN THE HALL, EVEN IF PARENTS OR GUARDIANS ARE PRESENT.** Identification (ID) will be checked at the bar or in the hall if it is deemed necessary.
8. **NO ALCOHOLIC DRINKS MAY BE SOLD OR CONSUMED IN THE HALL BEFORE THE CELEBRATION OF THE HOLY MASS OR ANY OTHER RELIGIOUS SERVICE** connected with the event, regardless if celebration takes place in the church or, with a special permission from the Pastor, in the hall.

VII. BOOKING STATEMENT

We/I wish to book and rent the Parish Hall between the hours of _____ and _____

Month: _____ Day: ____ Year: 20 __. Estimated number of participants: _____

The occasion being:

Wedding/Anniversary Reception (for whom): _____

Reunion (for whom): _____

Party (occasion): _____

Other (please, specify): _____

DISCLAIMER: NEITHER ST. STANISLAUS CATHOLIC CHURCH NOR THE DIOCESE OF AUSTIN IS RESPONSIBLE FOR ACCIDENTS OCCURRING DURING THE EVENT. IF AN EMERGENCY SHOULD OCCUR, THE RENTER WILL IMMEDIATELY CALL 911 FOR HELP AND NOTIFY THE CHURCH REPRESENTATIVE AS SOON AS EMERGENCY AID HAS BEEN REQUESTED.

After reading carefully this Agreement, I, _____ agree to the above conditions and understand that all the payments of \$ _____ are required to be paid to **St. Stanislaus Church** at least three weeks prior to the date of event covered by this agreement.

Name: _____ Phone: _____

Address: _____ City: _____ State: _____

Signature of the Renter

Date Signed

In charge of the Parish Hall

Pastor, if a permission is needed