

ST. HELEN OF THE CROSS

ROMAN CATHOLIC CHURCH

205 W. 8th Street

Eloy, AZ 85131

HALL RENTAL APPLICATION

Renter's Name _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Cell Phone () _____

Requested Date _____ Requested Hours _____ to _____

Event being held _____ (if funeral luncheon please see special instructions on page 4)

Name of Caterer (if applicable) _____

Does the Caterer have a State Certification? _____ if yes, please enclose copy.

Caterer's Address _____ Phone () _____

FEES	AMOUNT OWED	AMOUNT PAID
Deposit \$50.00	\$	\$
Event Fee \$200.00 (4hours) Sacramental Celebrations, XVs, Funerals, Stewardship Families	\$	\$
Private Event Fee \$350.00 (4 hours) (Non-church related) or non-stewardship families	\$	\$
LIABILITY INSURANCE For Private Events Only - see attached form)	\$	\$
Kitchen Rental \$100	\$	\$
Kitchen Deposit \$50	\$	\$
Additional Hours \$50 each	\$	\$
TOTAL	\$	\$

PLEASE READ AND INITIAL **PARISH HALL RENTAL AGREEMENT** ATTACHED. **NO ALCOHOLIC BEVERAGES** ARE TO BE DISTRIBUTED (OR SOLD) ON THE PREMISES WITHOUT PROPER LICENSES. **RENTER** WILL BE RESPONSIBLE FOR ANY AND ALL FINES AND **ALL DEPOSITS WILL BE FORFEITED IF ALCOHOL IS CONSUMED ON CHURCH PROPERTY.**

Applicant _____ Date _____

Pastor _____ Date _____

PARISH HALL RENTAL AGREEMENT

1) Applications:

- a) Hall rental applications may be picked up at the Parish office during regular office hours.
- b) Completed applications must be turned into the office 30 days prior to the event, (except for a funeral luncheon).

Applicant initials _____

2) Fees:

- a) The Hall Rental Fee is \$200.00 for 4 hours for sacramental celebrations, XV, Funerals and Stewardship families, or \$350.00 for private (non-church related) events or non-stewardship families.
- b) The fee for each additional hour is \$50.00
- c) The security deposit of \$50.00 must be paid when the Hall Rental application is submitted.
- d) Deposit refund is contingent to the cleanliness and repair needs after the event. The Hall will be inspected as soon after the event as possible.
- e) St. Helen of the Cross Church will deduct appropriate amount from your deposit for any damages that occur to the Hall that are a direct result of your rental party.
- f) If any damages exceed the amount of the security deposit, the applicant will be responsible for the cost of repairs to return the Hall to its original condition.
- g) The Hall Rental Fee does not cover the cost of Liability Insurance.
- h) The renter is responsible for providing insurance.
- i) A check or money order made out to the Diocese of Tucson must be submitted to purchase insurance coverage for the event. (See attached application).
- j) All fees are to be paid one month prior to the event.

Note: In the event of a funeral luncheon a **7 day notice** is required to purchase Liability Insurance that would allow any alcohol to be served on the church premises.

Applicant initials _____

3) Kitchen:

- a) The kitchen is rented separately for a fee of \$100.00 and a \$50.00 deposit.
- b) To use the kitchen you must have someone who is certified by the Department of Health present throughout the party.
- c) The kitchen is to be used only as a warming kitchen. Cooking the food in the kitchen is prohibited. You also are to bring your own equipment, appliances and utensils.

Applicant initials _____

4) Security:

- a) St. Helen of the Cross will not provide security personnel and reserves the right to call the authorities and void this agreement if any disturbance is reported during the event.
- b) The renting party is responsible for hiring one (1) uniformed security personnel (not guest) who will be present during the entire event.
- c) If alcohol is served, the renting party is responsible for hiring two (2) security personnel (not guests) who will be present during the entire event.
- d) The maximum capacity of the Hall is 250 people. Violation of this policy may result in cancellation of the event and render this agreement void.

Applicant initials _____

5) Alcoholic beverages and smoking policy:

- a) ALCOHOLIC BEVERAGES are not to be sold or distributed on the premises without the proper license from the City of Eloy and the Diocese of Tucson.
- b) Licenses must be presented to the parish office prior to approval of the application by the pastor or his representative.
- c) SMOKING is prohibited within 25 feet of the building.
- d) Violation of these policies will deem this agreement null. All people will be asked to leave the premises, and, if necessary, the police will be contacted.

Applicant initials _____

6) Hall set-up and cleaning:

- a) The Hall rental fee includes the use of tables and chairs. You may not bring personal tables and chair to use at the event.
- b) You may setup and decorate the hall one (1) hours prior to the event.
- c) No wall or ceiling decorations are to be used.
- d) The renting party is responsible for the entire hall cleaning after the event.

Applicant initials _____

7) Keys:

- a) If renting party needs a key for the hall it must be picked up in the Parish office one (1) business day prior to the event and dropped off in the mail box located outside the Parish office immediately after the event.
- b) The key is not to be used by anyone other than the renter and is not to be used for any other purpose outside the event.
- c) If the key is lost, a fee of up to \$500.00 may be assessed from the renter to help absorb the cost of replacing all the locks at the hall.

Applicant initials _____

I, _____ agree to indemnify and hold harmless St. Helen of the Cross Church from and against any and all claims, damages, losses and expenses, including attorney's fees resulting from the renting party's use of the facilities.

I, _____ agree to pay any damages that occur to the Hall that is a direct result of my party from the security deposit. If the damages exceed the amount of the security deposit, I will be responsible for the cost of the repairs to return the hall to its original condition.

I, _____ will be responsible for the key that I have signed out for the use of the Hall on _____. I will not use the key for any other purpose nor will I lend it out to any one for any other purpose.

Funeral luncheons:

- a) If there are not enough days prior to the funeral luncheon to obtain the appropriate liquor license from the City of Eloy and the Diocese of Tucson (see Liability Insurance form attached), there is **NOT to be ANY alcoholic beverages consumed or sold at the event.**

Applicant initials _____

HALL REQUEST FORM

Today's Date: _____

Requestor's name: _____

Event being held: _____

Contact name: _____ Phone: _____

Contact name: _____ Phone: _____

Hall availability

September - May

June - August

Saturday 3:00 p.m. - 1:00 a.m.

Sunday 5:00 p.m. - 1:00 a.m.

Monday thru Thursday

Friday and Saturday

Sunday

11:00 a.m. - 3:00 p.m.

3:00 p.m. - 1:00 a.m.

5:00 p.m. - 1:00 a.m.

Please check your request

<input type="checkbox"/>	Hall	Date Requested	Time
		_____	From _____ to _____
<input type="checkbox"/>	Kitchen	_____	From _____ to _____

Signature of Requestor: _____

Approved by: _____ Date _____

Total Donation Paid \$ _____ Date _____