

St Joseph Parish Hall Rental Contract

Type of Event _____ Date of Event _____

Hall Rent _____ (\$200 non-refundable deposit is required within 30 days to hold your date. This amount will be deducted from your total rent.)

Damage Deposit: A \$200 damage deposit is required and must be paid no later than 10 days prior to the event. This will be refunded within one week after the event if there is no damage to the hall or its contents.

Kitchen Rent: \$100 for the first day and \$50 for the second day of use, payable on the first day of use. Kitchen is to be swept and scrubbed. All of the ovens and stovetops are to be cleaned. Dishes are to be washed and put away. Garbage is to be put in dumpster. Your table waitresses are expected to pick up the dishes and wipe off the tables—no exceptions!! If you are having an event catered, the caterers will make the kitchen rent and will be expected to clean the kitchen. It will be your responsibility to let the cater know about the kitchen rent.

If your event is catered but you choose to serve a lunch later in the evening, in order to have access to the kitchen you will need to pay a \$50 cleaning deposit in advance, which will be refunded to you when the kitchen is cleaned.

Insurance: The Diocese of St. Cloud requires the St. Joseph Parish Hall to have a **Third Party Special Events Coverage**. Please complete application and mail with the Hall Contract back to me. There is no charge for this Special Events Coverage.

Hall: Notify the manager what time you want the hall opened. It is your responsibility to set up the tables and chairs and decorate for your event.

Decorations: Decorations cannot be screwed, nailed, tacked, or taped to the walls. You may use fun-tack or lightweight paper stapler (no staple gun). All candles must be contained. White plastic table coverings is available at no cost to you. **No confetti is allowed!! There will be a \$75 fee if it is used. You may start decorating no earlier than Thursday. Decorations must be taken down the next day.**

Third Parties: A caterer and decorator are considered third parties because they were hired by you. It is your responsibility to let them know about our policy's and rules with regard to the cleaning and maintenance of our Hall. If the kitchen is not clean and items not put away or if the decorator damages our property by using screws, nails, tacks, tape or uses a staple gun, a **portion of your \$200.00 deposit will be withheld!**

Open Bar: All pop and beer and cups must be purchased through the hall.

Pop \$50.00 /canister 12 oz Cups 5.00 /100 Beer \$200.00 /keg Beer \$2.00 /can

Bartenders: Let the hall manager know what time the bar will open and close. The hall manager will come and set up the bar. Any **liquor bottles you bring in, you must take out.** Bartenders are to clean off the bar when done. **Absolutely no alcoholic beverages are to be served to persons under the age of 21!!** You can have your own bartenders in the afternoon or you can hire us to bartend. A small charge for ice will apply. The hall is **NOT** responsible for your bartenders.

Note: On the first of the year the St. Joseph Parish Council has the right to review and change the hall rates and rules. These are the 2016 prices and may be subject to change in 2017.

Please sign this Contract and fill out the Special Events Coverage with a \$200.00 deposit check made payable to St. Joseph Parish Hall and mail them both to:

Lou Brown 34738 Nature Road Foley, MN 56329 320-355-2333

Signature _____ Phone Number _____ Date _____