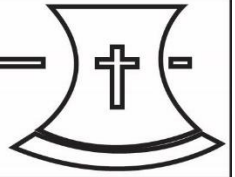


# St. Matthias Parish

101 West Burrell Drive  
Crown Point, IN 46307-9040



## St. Matthias Facility Rental Agreement

Name of renter: \_\_\_\_\_

Date(s) of rental: \_\_\_\_\_

Time of rental(s): \_\_\_\_\_

Type of rental(s): \_\_\_\_\_

Arrival to facility: \_\_\_\_\_ Room used: \_\_\_\_\_

Setup instructions due: \_\_\_\_\_

**COST OF HALL RENTAL** \$ \_\_\_\_\_

**DEPOSIT (Required to hold reservation)** \$ \_\_\_\_\_

**Hall fees due:** \$ \_\_\_\_\_ Due on: \_\_\_\_\_

**Other fees:** \$ \_\_\_\_\_ Due on: \_\_\_\_\_

(Liquor License, Bartenders,  
Linen chair covers) \$ \_\_\_\_\_ Due on: \_\_\_\_\_

\$ \_\_\_\_\_ Due on: \_\_\_\_\_

### DEPOSIT:

Deposit is due at time of contract. If an event is canceled more than (90) days prior to the date of the event, the deposit will be returned in full once the then-vacated date has been reserved by another party. St. Matthias Church reserves the right to refuse refunds of deposits for any event that is canceled less than (90) days prior to the date of the event. Large Hall deposit is \$200.00. Small Hall deposit is \$150.00. Deposit is refunded within (10) days after the event.

### CATERING SERVICES:

If a catering service is using St. Matthias Hall to cook for an event, the catering service must show a \$1,000,000.00 liability policy. The catering service used must contact the hall manager concerning the use of the hall and kitchen facilities.

### HALL SET-UP:

The hall will be set-up with the placement of tables and chairs, bar, podium, and microphone (microphone only available in Large Hall) as discussed and diagrammed between the leasing party and hall manager. The hall will be open for leasing party one hour prior to event for set up.

**KITCHEN:**

All kitchen facilities are available to all renters during the time of event. All items and utensils used in the kitchen, except the floor, must be washed by the leasing party. Food and any other items placed in the refrigerator or kitchen by the leasing party must be removed by the end of the rental. Any items left by the leasing party will be disposed of.

**DECORATIONS:**

1. Signs, banners, and other types of decorations may be attached to walls and floors in the halls by the renters with making tape or double-sided tape. (No duct tape, nails, screws, etc. can be used).
2. No decorations can be attached to the ceilings without permission from the hall manager.
3. No decorations in the Small Hall can be attached to the vertical blinds.
4. Decorations must not cause permanent damage.

**DAMAGES:**

St. Matthias Parish assumes no responsibility for any property that is lost, stolen, or damaged during the time of the event. Any damages or theft to the hall, its furnishings, surroundings or premises caused by the leasing party and/or guests of the party are the responsibility of the leasing party. Charges for these damages will be billed to the leasing party. St. Matthias Parish assumes neither responsibility nor liability for any injuries that may occur as a result of the leasing party and/or any guests of the leasing party.

**SECURITY:**

A uniformed Crown Point Police Officer(s) will be on guard for weddings or large events with more than 100 people during which alcohol will be served and consumed. The hall manager will make arrangements to hire these officers(s) and the leasing party will pay for this expense.

**ALCOHOL:**

No alcoholic beverages will be served or consumed by anyone under the age of (21) on the St. Matthias property without proper licensing. A liquor license is required to serve beer and wine on the premises. A fee of \$50.00 is required and (6) weeks' notice is needed. St. Matthias Parish will secure (1) licensed bartender for every (100) people at the rate of \$15.00 per hour to be paid directly to the bartender at the event.

**SMOKING REGULATIONS:**

Both halls are non-smoking. Smoking should be done in the area outside of the front doors of the hall, where ash trays are available. Effective at the end of 2008, that smoking area will be moved to 15ft. from any building to comply with smoking ordinances.

I have read and understand the above agreement: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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(Name of Lessee)

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(Address) (City) (State) (Zip) (Phone)