

RENTAL AGREEMENT

St. Mary's Catholic Church agrees to allow:

NAME _____ Telephone _____

ADDRESS _____

to rent all or part of the parish center on _____ at _____

for _____.

() **Bar Area:** \$ _____ rental fee; 70 person maximum. (Rental price is for six hours. Anything over 6 hours will be charged at \$25.00 per hour.)

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

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: **Jean Langsdorf, 440 Bluff Meadows Drive, Valmeyer, IL 62295**

Bar: All alcohol will be purchased through the Columbus Club. 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 returned to the renter within a week of the event provided that 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 check.

WILL FOOD BE SERVED? _____ YES _____ NO
EVERYONE MUST BE OUT OF THE BUILDING BY 12:30 AM.

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.

INSURANCE REQUIREMENTS: User must have liability insurance. If user is an organization, a Certificate of Insurance is required. If user is a person, a Homeowner's

or Personal Liability Insurance Policy is required. Otherwise, insurance for a one time event can be purchased through the diocese for \$95.00.

Insurance required? YES NO Purchased? YES

Insurance company _____

Policy # _____

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 _____

Second half of rental price: \$ _____ Date paid _____
(due date _____)

Cash _____ or Check # _____

Received by _____