

ST. MARY PARISH HALL AGREEMENT

GENERAL INFORMATION: We have twenty-eight 60" round tables & about 35 rectangular tables (96" x 30") -- Hall dimensions are 11 ½ ft. high; 55 ft. wide & 80 ft. long. The hall is air-conditioned.

Please note: The Fire Marshal had determined that the hall has a capacity of 400 people. There are enough chairs and tables to accommodate this number. **Please** do not bring in other tables and chairs.

COSTS TO HOLD YOUR DATE: Down payment of **\$250.00** for facility, including kitchen made at the time of the booking -- **Payable to: *St. Mary's Church -- 404 N. Division Street -- Carson City, MI 48811.** The down payment is due within 60 days after booking to reserve your date. **The remaining is balance due when the key is picked up after 12:00p.m./ two days prior to the event.** The rental fee includes liability insurance (\$100.00 from the Michigan Catholic Conference) and cleaning costs.

HALL RENTAL -- PARISH MEMBERS: \$450.00

HALL RENTAL -- NON-PARISH MEMBERS: \$550.00

The classroom area is available to rent as well. Please contact the office for further information at 989-584-6044.

Refunds: **Total** rental fee will be refunded if canceled **prior to 90 days** of the event.

One-half refunded if canceled **60 days prior** to the event.

Within **60 days, the rental charge is forfeited.**

DECORATIONS: Decorations are permitted to hang from all hooks in the ceiling only. No decorations are permitted to hang from other parts of the ceiling. Table decorations are allowed and hooks are available on the sidewalls for decorations. Use of candles is allowed. Lit candles must be enclosed or surrounded by glass , **NO Glitter -- NO Decorative Confetti -- NO "Dancing Sand" -- THANK YOU !!!**

RULES:

- Your Caterer **must** provide a current Food Handler's license from the State of Michigan. Please provide a copy to the parish office as soon as possible.
- It will be understood that the renter will be responsible for missing, broken, or damaged items or any damage to the building or area. The cost of replacement/repair will be billed to the renter.
- **All** are reminded that it is a violation of state law to serve any alcoholic beverage to minors and that those in charge will be held responsible.
- **All** alcoholic drinks are to be served from the bar in the presence of a responsible person of legal age, who is checking ID's.
- The courtyard is **not to be used** for food or drink consumption. This includes other buildings of the church complex.
- **No** food or drinking outside of the building or on the cement.
- **No** tables or chairs to leave the hall and **No** doors propped open.
- **No Parking** in the church parking lot (North end of Hall) before 5:00 p.m.
- **No** horn blowing, or loud noises--please remember you are in a residential neighborhood.
- Purchase your own trash bags.
- **All** garbage is to be removed immediately after the event, tables and decorations are to be stripped!
- **Please leave tables & chairs standing!!**
- **Do Not pour leftover liquids of any kind on the lawn.** It kills the grass.
- Furnish your own containers for left over food. Furnish your own dish and bar towels.
- Electric roasters and coffee pots are available for an additional fee of \$5.00 each!
- **All** events in the hall will close at 1:00 AM.
- **All** exits must remain free from any barriers.
- Articles left on the premises after closing are left at owner's risk.
- We ask any party using the hall to use and treat it with care as you would your own home. . . .And to leave the premises quietly. . . . Thinking of neighbors who may be sleeping. . . .Thank You!

Any questions or concern, please contact the Parish Office @ 989-584-6044

Office Hours: Monday - Thursday 9a.m. - 4p.m., Friday 10a.m. - 2p.m.

I acknowledge that I have read and agree to the above mentioned regulations for the rental of St. Mary's Hall.

Name(Printed) & Signature

Date Signed

Date of Event

***PLEASE RETURN A SIGNED COPY TO THE OFFICE**

Revised 2-25-2014