

# St. Bonaventure Catholic Church Raeville, Nebraska

## Parish Hall Rental Agreement

Date of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Rental Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated # of guests: \_\_\_\_\_

\$100 **Security Deposit** taken out of the **Rental Charge** is due at the time of reservation.

- \$350 **Damage Deposit** is due 30 days before the event. This separate check will not be cashed but returned, if no damage has occurred.
- The remaining balance of the **Rental Charge** is due 30 days before the event.

Make checks payable to:

**St. Bonaventure Parish, PO Box 608, Petersburg, NE 68652.**

- Seating available: 400

### Rental Charges:

Out of Parish Wedding with Dance	\$650 includes cost of security for dance
In Parish wedding with dance	\$450 includes cost of security for dance
Out of Parish Wedding no dance	\$500
In Parish Wedding no dance	\$300
Out of Parish shower, birthday, rehearsal dinner, family event, anniversary, graduation, etc.	\$200
In Parish shower, birthday, rehearsal, dinner, family event, anniversary, graduation, etc.	\$150
Auction - out of parish or in parish	\$300

### Event Payments:

	Amount	Time Due	Date Received	Check #
Rental Charge				
Security Deposit	\$100	When Reserved		
Balance of Rental Charge		30 Days Before		
Damage Deposit	\$350	30 Days Before		

# **St. Bonaventure Catholic Church**

## **Raeville, Nebraska**

### **Parish Hall Policies**

#### **A. Rental Fees**

1. In order to reserve a date for the Hall, a Security Deposit of \$100 will be due at the time of reservation. This will come out of the total Rental Charge for the event. The Security Deposit is not refundable if the event is cancelled unless there is an "act of God".
2. The remaining balance of the Rental Charge is due 30 days before the event.
3. A Damage Deposit of \$350 will be due 30 days before the event. This check will be held and not "cashed" unless it's necessary.
4. A walkthrough with a parish "coordinator" can occur before the key is handed over. This is optional. Both parties will sign off of the condition of the building beforehand. An optional walkthrough can occur at the end of the rental period to determine if any damage has occurred. If no damage has occurred, the Damage Deposit will be returned. The damage deposit check will be held and not "cashed" unless it's necessary.
5. The Rental Party will fill out an insurance policy through Catholic Mutual at no extra cost. See separate form.

#### **B. Capacity and Hours**

1. Seating available: 400
2. Rental Hours for non-wedding events: one day constitutes 7:00 a.m. until midnight that day.
3. Wedding Rent covers Friday morning to Sunday afternoon to allow for set up and clean up time for renters.

#### **C. Decorating**

1. Table decorations are allowed. The use of tablecloth is encouraged.
2. No decorations may be attached to the walls or ceilings. No nails, tacks, tape, or other items may be used on the walls or ceilings. This includes ceiling fans, light fixtures, or emergency lights.
3. Due to clean up problems and possible damage to the floors, no confetti, glitter, birdseed, bubbles, sand, dance wax, gum, or similar items may be used or thrown inside the building.

#### **D. Kitchen**

1. Hall rent includes use of kitchen items found in kitchen cabinets only. Items found in the pantry are not included in the rent. You will need to provide your own napkins, paper plates, paper towels, etc. Dishtowels and clothes used must be washed and returned.
2. The parish will provide toilet paper and garbage liners.
3. Following fire code, no frying is allowed on the stove.

#### E. Sound System

1. If the Hall sound system is used, the volume may be changed, but all other system settings are to remain fixed.

#### F. Smoking

1. No smoking can occur within the building. Smoking is allowed in the designated area outside. Smokers need to deposit butts in the designated receptacle.

#### G. Alcohol Use

1. Bar service will be provided by St. Bonaventure Parish for weddings.
2. A pay bar is the only option for all renters.
3. Drinks require 1 ticket, specialty drinks require 1½ tickets, pop requires ½ ticket.
4. The serving of alcohol must comply with all state and city laws. No person under the age of 21 shall be provided alcohol.
5. Alcohol shall not be "self-serve." All alcohol must be served by professional bartenders. Keg beer is not allowed. Beer shall be from cans or bottles only. At the discretion of the bartender and/or security guard, alcohol service may be discontinued for any group or individual. All bar and alcohol service must be discontinued 30 minutes prior to the scheduled end of the Event.
6. No alcohol is allowed outside of the building.

#### H. Security

1. Wedding dances are required to have security. The parish will provide this service.
2. The security guard must remain at the Event until all individuals vacate the Parish Hall. The security guard's responsibilities are:
  - a. Ensure that alcohol does not leave the premises.
  - b. Enforce the no-smoking policy.
  - c. Ensure that alcohol is not being served to minors.
  - d. Ensure that guests do not enter any rooms other than the room rented, restrooms and common areas.
  - e. Intervention where necessary for the safety and well-being of the guests.

#### I. Other things to note

1. Please no driving on the cement pad in the front – it's not a drive through.
2. Toilet paper, if needed, can be found in the corner lower cabinet in the kitchen.
3. Cleaning supplies are found under the first sink.
4. Brooms and mops are found in the utility room.
5. If members of your party were outside, please pick up any trash found on the church grounds.
6. All garbage must be bagged and put in dumpster south of the hall.
7. Turn off all lights before you leave.

J. A Catholic Parish Facility

1. This Hall is within a faith community and all events must be respectful of a church environment.
2. St. Bonaventure Catholic Church reserves the right to refuse rent and/or usage of the parish hall to any person(s), group(s), or organization(s).

Questions?

Call: Clarissa Stuhr at the Parish Office, 402-843-2345 ext. 305

Indemnity: The Rental Party shall forever protect, save, keep, and hold the St. Bonaventure Parish of Raeville, Nebraska and its officers, agents, representatives, firms, and other corporations or individuals involved therein, harmless and indemnify St. Bonaventure against any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature whatsoever arising directly or indirectly out of or in connection with renting of such hall.

I have been made aware of and will abide by all items with the Parish Hall Rental Agreement associated with our planned event.

Signature of Rental Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parish Representative: \_\_\_\_\_ Date: \_\_\_\_\_