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Saints Catholic Church Parish Hall Rental Agreement

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Renter Name: _____

Renter Address: _____

Email address: _____ Parishioner #: _____

Contact number: _____ Alt. Number: _____

Type of Event: _____ Number of Guest: _____

Date of Event: _____ Check-in/out time: _____

Special Requirements: _____

THIS AGREEMENT is made by and between the above named person(s), hereinafter referred to as "renter(s)" and All Saints Catholic Church, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

All reservations for the Parish Hall or Meeting Room use must be made through the Finance Office at the Church office and require membership here at All Saints Catholic Church or at any other Catholic Church. When making your reservation you must set the date and time for your event. Application for the use of the building must be made in writing. Rental of the Reception Hall does not include the commercial kitchen capable of food production. It includes the Round Tables and Chairs and use of wet bar, and ice maker.

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$ _____, and other fees required (if applicable) have been added to this rental amount. All Saints Catholic Church does not charge or require any gratuity charge or tip.

The rental cost can be paid in one lump sum or as agreed. However; the full cost must be paid at least thirty (30) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$500.00 for security and damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. The Rental Agreement and a security/damage deposit must be received within thirty days (30) days to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.



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Whereas, All Saints Catholic Church is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge All Saints Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless All Saints Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the All Saints Catholic Church must be at least twenty one (21) years and older with no exceptions. This rule is strictly adhered to.

Further, in the event you plan to use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of Liquor Law Liability insurance. This documentation must be copied and provided to the Church Office two weeks prior to the event. Not submitting these documentations will result in the cancellation of the event.

The All Saints Catholic Church Parish Hall is the sole property of All Saints Catholic Church and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Conditions:

1. Purpose of Use:

All Saints Catholic Church Parish Hall may be used by existing All Saints Catholic Church parish members or members of other Archdiocese of Miami parishes for the below mentioned events. Events not listed below are subject to approval by the Pastor of All Saints Catholic Church.

- | | | |
|------------------|-----------------|------------------|
| Award Ceremonies | Conferences | Retreats |
| Baptisms | Family Reunions | Weddings |
| Birthdays | Funerals | Worship Services |
| Class Reunions | Meetings | Workshops |
| Concerts | Plays/Dramas | |



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2. Occupancy:

Maximum occupancy for the All Saints Catholic Church is not to exceed 200 people. The total number of persons attending any event must be kept to 200 persons or less in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

3. Damages:

A Walk through inspection will be scheduled before and after each event. Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and All Saints Catholic Church representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings.

The \$500.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by All Saints Catholic Church until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of All Saints Catholic Church. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the 500.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$500.00 will result in you forfeiting any future use and/or rental of the facility.

4. Deposits/Payments:

The deposit, event fees and/or other fees may be paid with a money order or cashier's check. Payment for rental may be made with a personal check, cash, or credit card and must be paid at least thirty (30) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of All Saints Catholic Church.



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5. Cancellations:

If renter(s) cancel for any reason within thirty (30) days prior to the event date, all parties agree that a \$250.00 processing fee will be charged for cancelled reservations.

If All Saints Catholic Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by All Saints Catholic Church, and All Saints Catholic Church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

6. Check-in and check-out Time:

Check-in and check-out times are strictly enforced in order to prepare All Saints Catholic Church for other scheduled events.

7. Use of Property:

The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the setup of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs at the end of the event. All Saints Catholic Church staff will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to All Saints Catholic Church shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$500.00 deposit at the discretion of All Saints Catholic Church. All Saints Catholic Church's, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all time.

8. Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb other members and guests at the facility or in the surrounding area.



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9. Cleaning/Clean-up:

All Saints Catholic Church and associated facilities will be delivered professionally cleaned to the renter(s). Professional Cleaning services will be provided by All Saints Catholic Church at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a. Remove all decorations, balloons, and other party materials.
- b. Remove all food and other items from the refrigerator, wet bar, or kitchen (if used) that was brought by your group.

10. Smoking:

No smoking is allowed anywhere inside All Saints Catholic Church Parish Hall. Smoking is allowed in the parking lot. This rule will be strictly adhered to.

11. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. All Saints Catholic Church must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

12. Decorations:

The following rules are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture or on the walls
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

13. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.



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Member Rates:

Member rates are offered when the person making the reservation for the event is an **active member** of All Saints Catholic Church both in the year that the reservation is made and in the year the event is held.

Members are prohibited from renting the facility for a non-member in order to receive the member rate/discount.

Rates for the Center rental are as follows:

Rental Hall Rates

Rates:		
Full Day Rental Parishioner:	\$ 650.00	\$ _____
Full Day Rental Non- Parishioner:	\$1,050.00	\$ _____
Friday Evening Rental Parishioner:	\$ 500.00	\$ _____
Friday Evening Rental Non- Parishioner:	\$ 950.00	\$ _____
Meeting Room	\$ 200.00	\$ _____
Meeting Room When Rented with hall	\$ 150.00	\$ _____
Kitchen Fee (when used)	\$ 150.00	\$ _____
Security Deposit	\$ 500.00	\$ _____
Cleaning Fee	\$ 150.00	\$ _____
PAYMENTS		\$ _____
Balance Due:		\$ _____

All Saints Catholic Church may not be used for any unlawful purposes.

All Saints Catholic Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

All Saints Catholic Church cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.



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By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to All Saints Catholic Church and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20_____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the All Saints Catholic Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the All Saints Catholic Church.

Renter(s) Date

Renter(s) Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the All Saints Catholic Church so as to permit the Applicant the right to use the Premises at the time or times specified there in.

All Saints Catholic Church Agent Date

All Saints Catholic Church wish that our guests have a beautiful, fun, and memorable event, but request that the All Saints Catholic Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.