

Deposit Pmt Rcv'd: _____ Dep Pmt Amt: _____ Deposit Pmt Method: _____ Ck #: _____ Rcpt #: _____
 Balance Pmt Rcv'd: _____ Bal Pmt Amt: _____ Balance Pmt Method: _____ Ck #: _____ Rcpt #: _____

SAINT PAUL THE APOSTLE CHURCH HALL RESERVATION FORM

REFUNDABLE CLEANING/DAMAGE DEPOSIT: \$100 (assessed in addition to rental fee to grad parties & other events at the parish's discretion)

UPPER HALL RENTAL FEE: **\$300** (non-parishioner) **\$150** (parishioner) **\$150** (nonprofit org)

BASEMENT HALL RENTAL FEE: **\$150** (non-parishioner) **\$75** (parishioner) **\$75** (nonprofit org)

Upper Hall rental availability is from 6 AM to 10 PM Monday through Saturday, and 12 PM (noon) to 10 PM Sunday.

Lower Hall rental availability is from 6 AM to 10 PM Monday through Saturday, and 12 PM (noon) to 5 PM Sunday.

Please note: The date requested is not reserved until the deposit is paid.

A refundable deposit (in addition to rental fee) of: _____ is due for this event.

The rental fee for this event is _____.

The 1st payment of _____ is due to secure your requested event date.

The final payment of _____ is due by: _____.

Date of event: _____

Parishioner: Y N

Name: _____ Phone: _____ Email: _____

Address: _____

Event type: _____

Prep Start time: _____ Clean-Up End time: _____

Event Start Time: _____ Event End Time: _____

Food provided by: Caterer _____ or Self-provided _____

Caterer's Name: _____ Caterer's Phone: _____

Will alcohol be served: Yes _____ No _____ Will there be gambling: Yes _____ No _____

If alcohol is served and/or gambling takes place, professional security must be provided at Renter's expense. If gambling or selling alcohol, Renter must acquire the proper licensure and provide a copy to the church office prior to the event.

Special notes/requests for your event: _____

By signing below the Renter acknowledges his/her understanding and agreement (i) to the terms and conditions of the Rental Agreement, (ii) to the Hold Harmless and Indemnification Agreement (Addendum A) attached hereto and made a part hereof, (iii) that any loss or damage anywhere on the entirety of the parish property as a result of renting the Parish Hall may result in a loss of the security deposit and the financial responsibility to rectify any loss or damage. Failure to return your completed departure checklist may result in a loss of the security deposit.

SIGNATURE _____ DATE _____

I have received a copy of the departure checklist. I recognize that failing to fulfill all responsibilities outlined in the checklist may lead to forfeiture of the security deposit and/or the potential loss of the privilege to rent the parish hall in the future. I understand that a completed departure checklist must be returned to receive the security deposit.

INITIAL _____

Key & Checklist issued: _____ Key #: _____ Key & Checklist returned: _____ Deposit Returned: _____

SAINT PAUL THE APOSTLE CHURCH

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned, does hereby agree to indemnify, protect, save, and hold harmless, the Bishop of the Catholic Diocese of Youngstown, Ohio, and his successors, as trustee for St. Paul the Apostle Church and the Catholic Diocese of Youngstown and the Diocesan insurance provider and their representatives, for the Diocese, as well as agents and employees, from and against any and all loss, cost and expense arising out of or connected with the use of premises of the aforesaid Diocese by undersigned.

This extends to any of the under-signed agents, employees, invitees, representatives and/or guests which use results in any injury or alleged injury whatsoever to persons and/or property.

I (we) hereby unconditionally agree that I(we) the undersigned, shall utilize maximum care in the use of said premises to avoid accidents or occurrences, which might cause injury to persons or property.

In the event that any claim is alleged against the Catholic Bishop of Youngstown and his successors as trustee for St. Paul the Apostle Church and the Diocese of Youngstown and the Diocesan insurance provider, by anyone (including governmental agencies), arising out of the use of said premises by us or our representatives, agents, employees, invitees, and or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney fees, verdicts, judgements, settlement payments, and all other costs and expenses whatsoever incurred in the connection with defense of all such claims, without exceptions, it being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold aforementioned indemnities completely harmless from and against any cost or expense whatsoever in connection therewith.

The undersigned hereby acknowledges that St. Paul the Apostle Church prohibits the serving of alcohol to minors. Therefore, your signature below acknowledges the prohibition and agrees to strictly prohibit the serving of alcohol to minors at your event.

Further, you agree to defend, indemnify and hold harmless, the Diocese of Youngstown and St. Paul the Apostle Church, its parishioners, employees, officers and agents from and against any losses, claims or damages or other liability or expenses which may arise as a result of a minor(s) obtaining or being served alcohol at the Church Social Hall.

SIGNATURE

NAME (PRINT)

ADDRESS

DATE
