



NAME: \_\_\_\_\_

Requested Date (Month/day/year) \_\_\_\_\_

PRIVATE PARTY – GREAT ROOM RENTAL AGREEMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ am/pm START TIME: \_\_\_\_\_ am/pm END TIME: \_\_\_\_\_ am/pm

**CIRCLE:** \$125.00 *1 - 2 Hours* | \$200.00 *3 - 4 Hours* | \$300.00 *5 - 7 Hours* | \$500.00 **ALL DAY RENTAL**

*A 2 hour set up/clean up time included in Cost. i.e. \$125 for 1-2 hours is actually 4 hours total*

**COST:** A **\$100.00 CASH Holding/Incidental Fee** will be required to hold the date and will be returned after post party inspection (Hall is looked over and found in good standing with no damages) This fee will be held for 30 days post event; **(if not collected before then it becomes property of St. Leo the Great.)** Rental must be **PAID IN FULL before the event.** We Accept Cash, Debit, Credit & Checks made payable to St. Leo the Great. **\$50 additional fine for Access Doors being propped open during the event** (holding open for hauling things in and out is different than keeping the door propped open for extended periods of time throughout the event).

**I AGREE:**

1. I will be responsible for leaving the facility in the same condition that I found it. I will notify the Parish Center Coordinator Miss Nadia at 216-661-1006 ext. 109 of any damages those attending my event have caused to the facilities or equipment. I will be responsible for reimbursing St. Leo the Great Church for all costs incurred in the repair or replacement of damaged facilities or equipment.
2. To no table confetti or glitter. No mylar balloons. No signs/decorations to be attached to the walls with anything other than painter’s tape.
3. To having **NO WEAPONS OR ALCOHOL** on the property. **The facility is a non-smoking building.**
4. To a limit of 1 sign displayed outdoors and must only be displayed on the day of the event.
5. To dispose of trash, at the conclusion of my event, in bags provided in the trash receptacles and take them to the designated areas.
6. To remove all my food, beverages, and condiments from the refrigerator, freezer, and stove after my event. Not to use food or beverages in the kitchen that does not belong to me – with the sole exception of salt, pepper and coffee maker.
7. To wipe down all countertops, sinks, stove and other surfaces prior to leaving the premises.
8. To provide my own paper products – plates, cups, napkins, tablecloths and plastic ware.

A capacity of 70 people is allowed. Round tables seating 8-10 guests and long tables are available for use. If other than standard set up is required, request must be given to Parish Center Coordinator one week prior to your event.

\*\*\*I have read and understand the Parish Center Rental Agreement & Guidelines and agree with these regulations.

\_\_\_\_\_  
Signature of Person Responsible for Rental

\_\_\_\_\_  
Date Signed

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**\$100 HOLDING/INCIDENTAL FEE**

COLLECTED on:

Renter Signature

Staff Initials

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETURNED on:

Renter Signature

Staff Initials

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAYMENT(S) DETAILS**

<u>Date</u>	Cash/Check/Credit	<u>Renter Signature</u>	<u>Staff Initials</u>
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

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Our Parish Center – Great Room has a cozy feeling that accommodates parties/events up to 70 guests. We have a full size kitchen, where food can be prepared or just kept warm. The grounds behind the Parish Center may be used for pictures or for any outdoor parties. We have handicap access to the Parish Center and two restrooms on the first floor. A large coat room/storage area is available to place your belongings during the events.

**Testimonials:**

- *“This was such a perfect space to have my grandson's Communion party at! It accommodate our large family comfortably. It was clean, spacious and I loved that it was above ground with windows overlooking a large wooded property. The kitchen space, complete with an island and appliances, made it easy to prep.”*  
–Marie
- *“I could not Thank You enough for all the help and support you gave me during the planning of my son and daughter-in-law's bridal shower. I was truly blessed to work with you and I would highly recommend St. Leo the Great to anyone planning an event.”* –Rita