

HALL REQUEST DATE: _____

OF GUESTS _____



PRIVATE PARTY HALL RENTAL AGREEMENT

NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

TYPE OF EVENT: _____

START TIME: _____ END TIME: _____ SET UP TIME: _____

COST: A **\$100.00 CASH** deposit due with Rental Agreement, which is applied as a credit to your final bill.

A **\$100.00 CASH** Incidental Fee is due with this Rental Agreement, and will be returned after your event when the Hall is looked over and found in good standing with no damages.

(Incidental Deposit will be held for 30 days post event—if not collected before then it becomes property of St. Leo the Great.) Final payment is due 1 week prior to your event date. We Accept Cash, Debit, Credit & Checks made payable to St. Leo the Great. A 2 hour set up/clean up time included in Cost. **\$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).

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

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 or ceiling.
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.
9. To return the key card/fob to the Rectory Office no later than 24 hours after my event or I will pay a \$50.00 fee for the lost card. **(N/A at this time)**

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

PAYMENT DETAILS

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

INCIDENTAL FEE COLLECTED

<u>Date</u>	<u>Amount</u>	<u>Staff Initials</u>	<u>Renter Signature</u>
_____	\$ _____	_____	_____

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:

- *“Thank you for setting up the Parish Center for our son’s funeral mass. It was perfect and we appreciated all your help. We had comments on how nice the tables looked and how comforting the Great Room felt.” –Patricia*
- *“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*