

RENTAL AGREEMENT

Monsignor Lane Pastoral Center * St. Brigid's Parish

43 North Prospect Street, Amherst, MA 01002 * (413) 256-6181 * saintbrigidsamherst@gmail.com

Renter: Individual Group/Organization Name _____ Profit Non-profit

Contact Person: _____

Address: _____

E-mail: _____ **Phone:** _____

Person in Charge of Function: _____

Address: _____

E-mail: _____ **Phone:** _____

Date of Use: Month: _____ Day: _____ Year: _____ **Time:** From: _____ Until: _____

Type of Function (Check one):

Reception (B-Day, Baby Shower, Baptism, etc.) Dance Show Meeting Concert Class
 Other _____ Fundraiser Tickets being sold No charge for event

Caterer: _____

Address: _____

E-mail: _____ **Phone:** _____

Check one: Alcohol sold* Alcohol served No alcohol

If alcohol is sold, insurance policy number and insurer: _____

*Copy of Town of Amherst Special Short-Term Alcohol Serving License

Approximate number of people expected to attend: _____ [Capacity: Six (600) hundred]

RENTAL FEES*** (Per day)

Auditorium \$500.00 x _____ days \$ _____

Kitchen Cook in Place \$300.00 Prep Only FREE \$ _____

Classrooms # _____ \$100.00 each x _____ days \$ _____

Registered Parishioner Discount – Fifty (50%) percent St. Brigid's Newman – (\$ _____)

Custodian For the duration of the event # _____ Hours \$20.00 per hour \$ _____

Open/Close Only (SUBJECT TO APPROVAL) \$40.00 per day \$ _____

TOTAL RENTAL FEE \$ _____

10% Deposit –NON-REFUNDABLE– Due at the time of booking to secure date \$ _____

\$100.00 Security/Damage Deposit –REFUNDABLE– \$100.00 \$ _____

(refundable provided if facility is left in good condition & all agreements terms are met / Refunded within 30 days after event)

FINAL BALANCE DUE – [one (1) week before event] Total Rental Fee minus non-refundable deposit \$ _____

RENTER'S SIGNATURE

Date: _____ **Signature** _____

Approved by Pastor:

Date: _____ **Signature** _____

OFFICE USE: PAID IN FULL \$ _____ (Date: _____) Cash Receipt# _____ Check # _____ Credit Card
 DEPOSIT PAID \$ _____ (Date: _____) Cash Receipt# _____ Check # _____ Credit Card
 DEPOSIT REIMBURSED \$ _____ (Date: _____) Cash Receipt# _____ Check # _____

YOU MUST PROVIDE YOUR OWN INSURANCE TO RENT ANY OR ALL OF THE FACILITIES

Kindly review the Rules and Regulations, along with the details of what is and not included in the rental, found on the back of this page.

WHAT IS INCLUDED IN THE CENTER RENTAL

- Tables and chairs setup
- Use of stage, screen, four (4) restrooms, lounge area
- Use of parking lot (please be aware parking is limited)

WHAT IS NOT INCLUDED IN THE CENTER RENTAL

Unless specifically agreed to in writing, the Center rental does NOT include:

- Event setup (decorations) or breakdown (tables, chairs, decorations)
- Catering or food service
- Event staffing or supervision beyond normal parish oversight
- Kitchen supplies (cookware, utensils, plates, cups, linens, paper goods)
- Cleaning during or after the event beyond normal use
- Audio-visual equipment or technical support
- Decorations, linens, or special furnishings
- Security personnel
- Storage of items before or after the event
- Trash removal beyond designated containers
- Insurance coverage for the Renter or guests
- Parking outside the premises (nearby town meter parking is available (i.e. CVS lot and on the street - free on Sundays & Holidays)

CANCELLATION POLICY

- Cancellations made thirty (30) days or more before the event will receive a refund of payments made minus the non-refundable deposit.
- Cancellations made fewer than seven (7) days before the event forfeit all payments.
- The Parish reserves the right to cancel due to unforeseen circumstances, emergencies, or parish needs, in which case all fees (excluding the non-refundable deposit, if applicable) will be refunded

INSURANCE AND LIABILITY

- The Renter assumes full responsibility for all persons attending the event. The Parish is not responsible for personal injury, loss, or damage to personal property.

USE OF FACILITY & CONDUCT

- The facility must be used respectfully and, in a manner, consistent with Catholic values.
- Religious items, furnishings, and artwork may not be moved, removed, or altered.
- No illegal activities are permitted.
- The Parish reserves the right to have a representative (custodian) present during the event.
- Out of consideration for our neighbors and parish schedule and activities, all events must conclude by 11:00 p.m., including music, guest departure, and cleanup. The facility must be fully vacated by that time unless prior written approval has been granted. Additional fees may apply if this policy is not observed.
- Music and amplified sound must be maintained at reasonable levels at all times and must not disturb neighboring residences, particularly during evening hours. Renters are responsible for ensuring full compliance with all applicable local noise ordinances and regulations.

PROHIBITED ACTIVITIES

- The following are strictly prohibited:
 - Smoking, vaping, illegal drugs, or controlled substances
 - Weapons or hazardous materials
 - Decorations that cause damage (tape, nails, open flames, glitter, confetti)

The Renter is responsible for complying with all Center policies and for any additional services arranged independently.

RENTER/ORGANIZATION REPRESENTATIVE'S SIGNATURE

Date: _____ Signature _____

By signing above, I acknowledge that I have read, understand, and agree to comply with all Rules & Regulations of St. Brigid's Parish Pastoral Center and this rental agreement.